



MS Project 2017 Course is 8 week – 32hr = 32 PDU's - \$1,000

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MS Project 2013 Course Objectives:

1. Appreciate the variety of concepts and issues involved with Project Management using Microsoft Office Project 2013.
2. Be able to create, maintain and report on MSP 2013 project schedules in the workplace.
3. Have a toolkit of best practices for using Microsoft Office Project 2013 to its maximum.
4. Understand areas where Microsoft Office Project 2013 is strong and areas where it has weakness. This will facilitate the approach of using the right tool for the right job.
5. Understand the 5 key process groups used in creating, maintaining and reporting on projects

The MS Project 2017 Course Overview:

An advanced study of Practical Project Management using Microsoft Office project 2013 The course is designed for the novice to experienced Project Manager who desires to hone his/her project management skills and knowledge. We will discuss, in some detail, all aspects of Project Management from project initiation to project close-out. The course focuses on the nuts and bolts of Project Management in practice and is not intended to prepare the participant for the PMP certification examination.

The course will take a practical view of project initiation, planning, execution, monitoring & controlling, and close-out using Microsoft Office Project 2013 as the main tool. We will also use other software tools as appropriate for areas where Microsoft Office Project has weaknesses. This will expose participants to areas where Microsoft Office Project is strong and where it has weaknesses. The case study will stretch participants into areas of project management with Microsoft Office Project 2010 that may not have direct experience with such as: incomplete

data, incomplete reporting, using resource pools and advanced subjects such as reporting, macros, and scripting.

To gain full benefit from this training, participants should be willing to participate in the practical exercises, ask questions, and participate in the group exercises. We will discuss each topic using PowerPoint® slides (included in course notebook) as a starting point, solve appropriate project management problems, and discuss incidents using the new knowledge acquired. A detailed listing of topics follows.

Who should attend:

- **Project managers at all levels of their career**
- **Project Managers who have not been exposed to the total spectrum of MS Project 2013**
- **System analysts, Business Analysts, Team Leads, Senior Developers, Project Coordinators and Expeditors involved in Projects today or planning to go into Project Management**