

MS Project Techniques

Course Code PSPM05

Duration 1 Day (in house only)

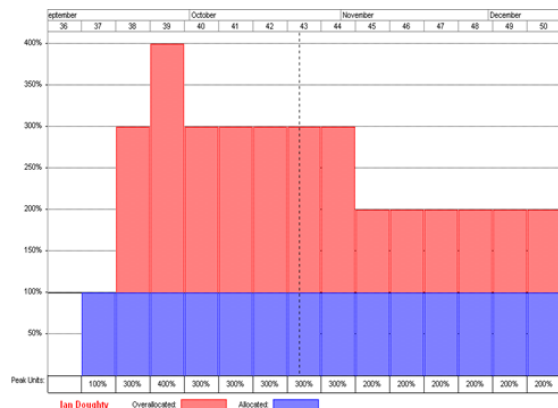
About the Programme

Support with the integration of a companies project management system into the MS Project platform. This will be carried out by an introduction into some of the more advanced MS Project* features, with a session to look at particular issues in the organisation to help set up common ways of managing projects in the business and sharing information.

Workshop Content:

- MS Project Functions:
 - Resource Pools and Management
 - Linking Documents
 - Tracking
 - Baseline Projects
 - Programme Management Tools
 - Extracting Data from MS project
 - Task allocation and Tracking

*Project 2003 and 2007 Standard Editions



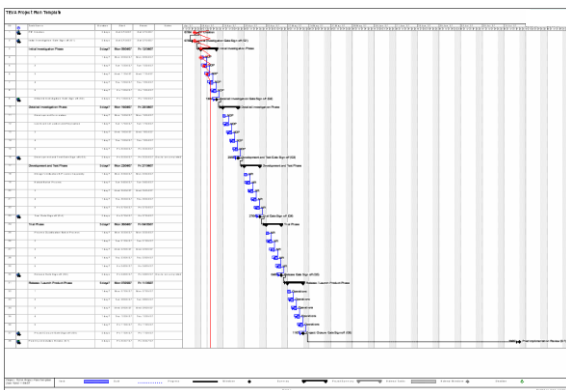
Typical MS Project Resource Loading Tool

Outcome:

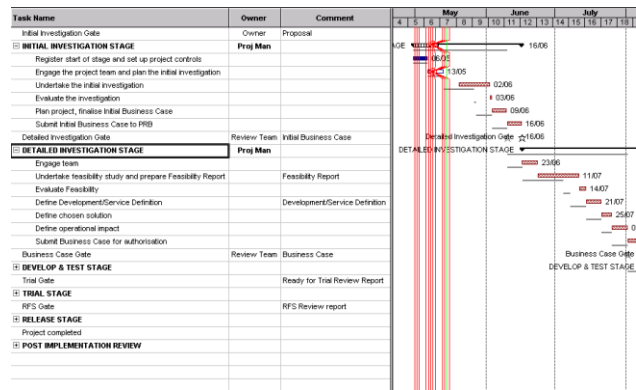
Common understanding on MS Project Tools and open up opportunities in time and cost saving in the business. Allow smoother planning for key resources and highlight issues prior to hitting the business at key times.

Who will benefit

All managers, professionals and team leaders who wish to use project management approach to their work.



Gantt Chart Example in MS Project



Progress Tracking in MS Project