



Microsoft Project Online Course

0. *Introduction to the structure of Microsoft Project*

An overview of how Microsoft Project is structured and organised.

- This will greatly improve your ability to understand the various areas in the software and how the areas relate to each other. This will greatly improve fluency and confidence with the software.

1. *The Approach to developing the project schedule.*

We have designed a project schedule that includes Scoping (Tasks) and Resourcing of a real life project. This is designed to capture all the various aspects you may face whilst developing your own programme schedules.

- The aim will demonstrate the full approach to Scoping/Resourcing/Costing your project

2. *Analysing and communicating your plan*

This builds on the schedule developed in 2 above and demonstrates how the participants can now use filtering, grouping and reports to; Review the schedule and communicate project requirements to their team – who does what and when, Look ahead reports, Prepare reports – Milestone reports, Cashflow reports, Summary level reports

3. *The Project Critical Path*

Why you need to identify the critical path, how you identify the critical path, how you use this knowledge in managing the project.

4. *Why and how to Track Progress accurately*

This exercise has 2 stages;

- Setup for Tracking – we would use the exercise developed in 2 above to demonstrate this.
- Tracking actual scenarios. We have an existing template schedule that we use to record progress based on changing scenarios. 1 and 2 above would then allow us to demonstrate how to set up and track progress accurately

5. *Resourcing the Program*

We adopt the exercise from 1 above and further assign work and materials to the project to develop a fully resourced schedule. This will outline the manning and material requirements of the project.

6. *Calendars*

Prepare a calendar and assignment to the project. This exercise is to familiarise the participants with how the calendar works and how it is applied to the project

7. *Setup Project Formatting and Printing*

We format and prepare the plan for printing, insert company logos, setup project information in your header and footer. We produce a standard template to presenting project information.

8. *Run Program Checklist*

Learn when your Project program is ready to be implemented. During this time we outline the approach to making it easy to work on the plan and demonstrate our Integrity check to review the plan for completeness.

Our approach will provide you with the confidence to lock in and commence the execution of your project plan



Training Testimonials

Simple, Concise, Easy to follow & understand. Captured everything a student needed to know about using the actual software. Gave practical uses of Planning, Estimating, Budgeting, Resource Management, Report making both for Client and Upper Management

JETCRETE OZ

"The course was delivered from a Base of Knowledge & better still – EXPERIENCE. Well paced and informative – Tracking and Budgeting."

BEC ENGINEERING



Excellent tailored course, good level of information and very practical. Good way to get our project managers who are working on small capital or sub projects empowered to plan and track effectively. The experiences and recommendations for Planning and Tracking were very useful

CHEVRON AUSTRALIA

Well Structured, robust introduction to Microsoft Project and its application to real scenarios. I am new to my role and will now be able to understand my project manager and apply methods and approaches taught."

Global Constructions Australia.

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Please note, fees should accompany booking. A refund will only be provided if atleast 48 hours notice of cancellation is given. Or you may, substitute another person.

Online Training Website : www.leadprojectsuccess.com

Email: training@successfulprojects.com.au

Contact

Anna Anderson
p: 08 9206 3111 m: 0413 798 114
training@SuccessfulProjects.com.au

Microsoft Project Training
delivered by *Successful Projects*
ACN: 28 078 054 305
www.MicrosoftProjectTraining.com.au