WorkingSm@rt®

MICROSOFT
+Project

Manage the complexities of multiple projects more efficiently and effectively

Carry out multiple project execution plans developed through the Project Planning Breakthroughs method accurately, and effectively with MS Project using common resource pools and external dependencies, along with detailed reporting and updating. Produce standard and customised reports, and develop a process for tracking and updating project plans.

Who Should Attend:

This course is designed for attendees of the Project Planning Breakthroughs program and individuals responsible for monitoring the execution of a project and/or have multiple projects to administer.

This course will help you:

- Immediately improve the application of MS Project to your project workload

- Allocate and share resources, and resolve conflicts among them

- Produce reports of value, both in standard and customised formats

- Accurately monitor multiple projects through proven tracking and updating techniques

Format:

- 1-day instructor-led session or
- Two 3-hour web-based virtual classroom sessions

Prerequisites:

- Completed our Project Planning Breakthroughs program

- Comfortable with Windows operating system

- Familiarity with MS Project, or at least MS Excel, is recommended

Related Training:

- Project Planning Breakthrough
- Microsoft Excel Foundation
- WorkingSm@rt using Microsoft Outlook

Priority®

A Better Way To Work

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