

Using Microsoft Project to Ensure Project Success

Microsoft Project is one of the most widely used scheduling tools available. The feature-rich capabilities and easy-to-use interface make it immediately effective for virtually any project. And therein lies the most commonly discussed complaint about it – the learning curve can be long and at times, steep.

In this hands-on workshop, we will work through a project from initiation through closure, demonstrating how to plan, implement, track and accurately report your project status in terms of both schedule and resources using this extremely powerful tool. (Be sure to bring your laptop loaded with MS Project to the class).

Learn to effectively baseline your project to provide predictable and reliable project reporting. Play what-if games to determine your optimal resource allocation. Manage multiple projects using shared resources and respond to changes quickly. You can even plan and manage Agile projects.

You need to come up to speed quickly and we will help you do just that! By the end of the day you'll be ready to manage your resources and schedule efficiently and effectively saving you time, reducing your stress, and driving your team to even greater success!

Learning Objectives:

- Be able to create a project schedule with summary tasks and milestones in Microsoft Project
- Understand how to use Microsoft Project to manage the schedule and optimize resource allocation
- Learn to create outstanding reports for more efficient communication of project progress and success