

Quick- Start Microsoft Project®

Course Format:

Interactive, step-by-step, team based format with facilitator guidance on a 30-70% theory-exercise time split; a small sample project is used to illustrate MS Project® applications.

This course is conducted in a computer training room and requires MSP software and one LAN printer.

Pre-Requisites:

Basics of project management such as Simplified Project Management as a minimum and knowledge of MS Project

Duration:

3 days; offered on demand basis and at client's location.

Contact Hours/PDU: 21

Course Description:

Intermediate level, practical application course in compiling project documentation using MS Project®

Microsoft Project® is an easy-to-use, versatile tool that can be used not only for scheduling, but also for cost estimating and control, contingency and resource management, project communications and other project management requirements. Much more than being a walk through the functionality of MS Project®, the workshop is offered as a practical application using real life projects chosen by the participants.

Learning Objectives/Outcomes:

- Compiling MS Project® schedule
- Identifying the critical path and showing float
- Loading and optimizing resource utilization
- Estimating project direct cost and creating an S-curve
- Generating reports and graphs

Who should Attend:

Project managers, project schedulers, project controllers who wish to familiarize themselves with the applications of MS Projects.

Course Section, Category, and Code:

PM Tools Related Training
MS Project
TO02

Relevant Courses:

- Simplified PM - The SUKAD™ Model (course code: CC08)
- Introduction to Project Management (course code: CC13)

How to Register:

- Send an email to info@sukad.com
- Call us on +971 4 367 1976
- Visit our website www.sukad.com

Discounts:

- 5% - 10% discount is applicable for early registration & payment
- Group discounts available

Course Outline:

1. Before you start	2. Entering tasks, durations, resources and resource costs
3. Entering logic, showing critical path and understanding network diagrams	4. Determining time and cost contingency allowance using 3-point estimates and PERT
5. Creating resource histograms, cost estimates, S-curve and California graph	6. Generating reports
7. Creating Earned Value graphs	

About SUKAD™:

SUKAD™ is an established centre of excellence for Project Management in the Middle-East with proven global expertise. SUKAD™ specializes in providing end to end project management solutions in education, training, and advisory/consulting services.

We have brought together a highly professional resident team and an impressive global network that includes some of the thoughts leaders in project management.

Through the extensive expertise of its team and network SUKAD™ has developed its own approach to managing projects, the SUKAD™ Way. This approach is based on the latest thinking in project management, allowing SUKAD™ to provide its clients with a truly unique learning experience and support services.