



## Microsoft Project I

---

|                             |  |
|-----------------------------|--|
| <b>BASIC INFORMATION</b>    | <p><b>Session Title:</b> Microsoft Project 1<br/><b>Course Duration:</b> 2 days<br/><b>Audience:</b> Project managers and key team members<br/>PDUs: 14<br/><b>Prerequisites:</b> CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers or equivalent</p>  |
| <b>WORKSHOP DESCRIPTION</b> | <p>This hands-on workshop is designed to provide each participant with the knowledge and skills necessary to use Microsoft Project®. There are exercises designed to take the participant through the steps necessary to create useful project schedules.</p>  |
| <b>GOAL</b>                 | <p>To prepare IT project managers and key team members to use Microsoft Project® to prepare, manage, and track effective project schedules.</p>  |
| <b>OBJECTIVES</b>           | <p>At the conclusion of this session the participants will be able to:</p> <ul style="list-style-type: none"><li>• Create a project schedule</li><li>• Manage the tasks in the project schedule</li><li>• Manage how the resources are assigned to the project tasks</li><li>• Update a project schedule</li><li>• Manage project costs</li><li>• Report project data</li><li>• Reuse project schedule information</li></ul> |