



Microsoft Project 2

BASIC INFORMATION	<p>Course Title: Microsoft Project 2 Duration: 1 Day Audience: Project Managers and Key Team Members PDU: 7 Prerequisites: CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers or equivalent and Microsoft Project 1 or equivalent</p>
WORKSHOP DESCRIPTION	<p>This one-day workshop instructs participants in how to apply the use of Microsoft Project to actually Manage Projects. This is not a key stroke class – its purpose is to provide tried and true tips and techniques for using Microsoft Project to generate the data needed to understand many aspects of projects including resource allocation, variance trends, and cost and schedule forecasts.</p>
GOALS	<ul style="list-style-type: none">• To build an understanding of how to use the features of Microsoft Project to manage projects• To acquire the skills necessary to use those features
OBJECTIVES	<p>Each attendee will learn how to:</p> <ul style="list-style-type: none">• Use the following Microsoft Project features to manage projects:<ul style="list-style-type: none">• Resource sheet• Resource usage• Data filters• Data extraction• Data analysis• Modeling• Reports• Apply best practice techniques for creating project schedules that support effective project management