

MICROSOFT PROJECTS - MS -PROJECT

- Engaged and motivated staff/team members increase efficiency & innovation
- Together “Sustainable change” can be achieved

Course content:

The practical based / case study driven training program provides participants (either novice or experienced) with the knowledge to use of MS Project to plan and manage projects with confidence, including:

- . Planning and managing small or large scale projects
- . Developing schedules and reporting on results / project activities
- . address scheduling, human resourcing including allocation and levelling
- . planning, monitoring, controlling, and reporting
- . Project delivery strategy review using WBS techniques
- . Critical Path Analysis
- . Time Contingency development (exploring fast tracking and project crashing techniques)
- . Cost estimation
- . Utilisation of procurement methods to provide cost and time contingency options
- . Simple Audit methods for ensuring results are accurate and reliable.

Modules:

- *Getting Started - MS Project – Tasks * Adjust Timing and Resources
- *Getting Started - MS Project – Resources * Results
- * Entering & Working with Data Managing * Multiple Projects and Reporting

Course details:

Price: \$660 (incl GST) per participant
Trainer: Jeff Dutton

Duration: 2 days
Venue: inhouse

How to register: In order to register **click here** or go to atsolve.com.au