COURSE INFORMATION

PRINCE2™ Planning & Control Using Microsoft® Project
Updated for PRINCE2 2009 and Microsoft Office Project 2007

TITLE

OVERVIEW

This course is aimed at teaching students who understand the PRINCE2 project management processes how to plan and control projects with and without resources up to an intermediate level using Microsoft® Office Project 2007and earlier versions.

OBJECTIVES

This course aim to teach participants:

> Which PRINCE2 process are supported by Microsoft Project,

> The user interface and creating projects,

> Scheduling projects without resources,

> Filters layouts, printing,

> Baselines and updating an un-resourced project,

> Creating and assigning resources,

> Controlling projects with resources and costs,

> Tools and Utilities.
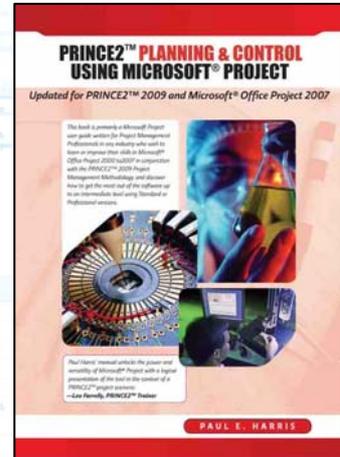
TARGET AUDIENCE

The following people should consider attending this course:

> Project managers and schedulers who wish to learn how to use the software to schedule and control projects in an environment based on the PRINCE2 process and components.

> Programme Managers, Project Managers and Project Control staff evaluating the software against their organisational requirements.

DELIVERY

The course is delivered in a classroom using the following technique:

> The instructor demonstrates the software functions using a PowerPoint presentation and the software module by module, and

> At the end of each module the students complete a workshop that reinforces the topics learnt in the module.

COURSE MATERIAL

PRINCE2 Planning & Control Using Microsoft Project by Paul E Harris.

OPTIONS FOR IN HOUSE PRESENTATION

This training course is designed to be delivered as 2 day course where the students complete workshops at the end of each chapter to reinforce the material taught in the lesson. The courses may also be run as:

> A one day introductory course where the students complete Day 1 of the training and learn to plan but not control a project and complete the student workshops.

> A one day workshop where the whole content of the course is covered in one day. The students do not complete the workshops and any questions or issues the students have are explored during the course. This is a great way to bring self taught and casual users up to speed with some of the more difficult areas of the software.

> This course may also be shortened to meet any customers requirement including the writing of specialized training material to suit a customers method of operation.

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