COURSE INFORMATION

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

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 2007 and earlier versions.

This course aim to teach participants:

- Which PRINCE2 processes 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.

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.

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.

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

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.
COURSE CONTENTS

DAY 1
1 Introduction
2 Creating a Project Plan
3 Creating Projects and Setting up the Software
4 Navigating Around the Screen
5 Defining Calendars
6 Adding Tasks
7 Organizing Tasks Using Outlining
8 Formatting the Display
9 Adding Task Dependencies
10 Network Diagram View
11 Constraints

DAY 2
12 Filters
13 Views, Tables and Details
14 Grouping Tasks, Outline Codes and WBS
15 Printing and Reports
16 Tracking Progress
17 Options
18 Creating Resources
19 Assigning Resources and Costs to Tasks
20 Resource Histograms, Tables, S-Curves & Leveling
21 Statusing Projects with Resources
22 Tools and Techniques for Scheduling
23 What Is New In Microsoft Project
24 Items Not Covered in This Book
25 Appendix 1 – Screens Used To Create Views
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