

COURSE INFORMATION**TITLE****Planning and Control Using Microsoft Project 2010 and PMBOK® Guide Fourth Edition****OVERVIEW**

This course is aimed at teaching students who understand the *PMBOK® Guide* Fourth Edition project management processes how to plan and control projects with and without resources up to an intermediate level using Microsoft® Office Project 2010.

OBJECTIVES

This course aim to teach participants:

- Which *PMBOK® Guide* 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 *PMBOK® Guide* 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

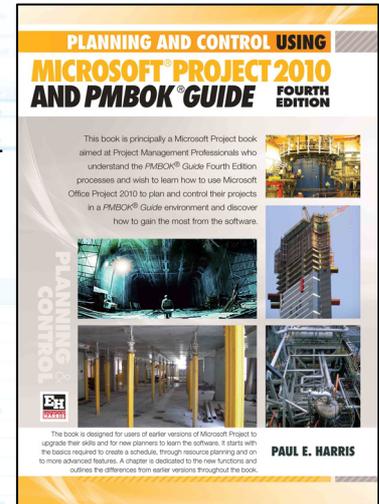
Planning and Control Using Microsoft Project and *PMBOK® Guide* Fourth Edition by Paul E Harris.

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.



Task	Duration	Start	Finish
11	1 day	11 Dec 10	12 Jan 11
12	3 days	23 Dec 10	31 Dec 10
13	1 day	02 Jan 11	02 Jan 11
14	1 day	03 Jan 11	03 Jan 11
15	1 day	04 Jan 11	04 Jan 11
16	1 day	05 Jan 11	05 Jan 11
17	5 days	06 Jan 11	12 Jan 11
18	1 day	13 Jan 11	13 Jan 11

**Planning and Control Using Microsoft® Office Project 2010 and
PMBOK® Guide Fourth Edition**

COURSE CONTENTS

DAY 1

- 1 Introduction
- 2 Creating a Project Schedule
- 3 Navigation and Setting the Options
- 4 Creating Projects and Templates
- 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 Tables and Grouping Tasks
- 14 Views and Details
- 15 Printing and Reports
- 16 Tracking Progress
- 17 Creating Resources and Costs
- 18 Assigning Resources and Costs to Tasks
- 19 Resource Optimization
- 20 Updating Projects with Resources