

# Microsoft Project Advanced Using PRINCE2®

## Course Description

Following demand from clients who use the PRINCE2® methodology and use MS Project as their standard software application, this two-day course has been developed to combine the concepts of PRINCE2 with the core features of Microsoft Project.

By combining PRINCE2, (the most widely used project management Methodology), with MS Project, the global standard in project management software, the course is relevant and adds value to business change project teams.

### **Why PRINCE2?**

PRINCE2 provides project teams with a proven project management approach and methodology, which helps them without stifling creativity or imposing too great an overhead.

Senior manager's needs are also addressed by PRINCE2 providing the structure for a suitable decision-support environment.

### **Why MS Project?**

It's simply the most commonly used stand-alone and network based project management software tool.

The 2 day course includes the following:

- Y Instructor Led Tuition
- Y Study Pack
- Y Electronic Student Guide

## Course Objectives

On completion the delegates will be able to:

- Y Configure and customise Microsoft Project
- Y Develop a detailed plan showing a Product Breakdown Structure
- Y Assign resources and review and resolve over-allocation
- Y Filter data, customise views & reports
- Y Update the plan to reflect Actuals
- Y Work effectively with multiple projects
- Y Collaborate with other applications

## Intended Audience

This course is suitable for project personnel who need to effectively plan and control projects to ensure they are brought in on time and to cost.

The course is aimed at both prospective and existing Project Managers and those responsible for the Planning and Control aspects of project support

## Your Instructor

All WPM's IT Instructors are Microsoft accredited.

## Benefits

Microsoft Project is a tool which gives you vision over your plans. It informs you of the impact of change whenever your project plans encounter change. This puts you in control of events.

## Price

Please call 01244 852 544