

Microsoft Project Essentials Using PRINCE2®

Course Description

Following demand from clients who use PRINCE2® as their methodology and MS Project as their standard software application, this 1-day course has been developed to combine the core modules of the WPM PRINCE2 Practitioner/Foundation course with training on 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 most IT and non-IT organisations.

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.

Why MS Project?

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

The latest versions facilitate sharing common data sources between collaborative project teams working across intranets.

The course duration is 1 day and includes the following:

- Y Instructor Led Tuition
- Y Study Pack
- Y Post Course Support (optional)

Course Objectives

On completion the delegates will be able to:

- Y Identify the various elements of the Project environment
- Y Create Product Breakdown Structures
- Y Link Tasks to create a schedule
- Y View Critical Path and slack details
- Y Create and assign resources
- Y Create reports and Print Project Plans using different views

Intended Audience

This course is suitable for those people who want to grasp the basics of project planning using MS Project. The course is aimed at non-project staff involved in projects that need to understand the basic functionality of Microsoft Project.

Your Instructor

All WPM's IT Instructors are Microsoft accredited.

Benefits

Microsoft Project is a tool which gives you vision over your plans. It will inform you of the impact of change whenever your project plans encounter change. This puts you in control of events so that you work in a proactive manner.

Price

Please call 01244 852 544