

MICROSOFT PROJECT 2003: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS

S U M M A R Y	<p>Every project, regardless of its size or complexity must have a plan in order to succeed. As part of that project plan, you need to have a comprehensive and manageable project schedule. Planning and scheduling your project in a systematic and logical fashion is paramount to the success of your overall program. Through our hands-on training course, our experienced professional project managers will present you with a clear, comprehensive, step-by-step methodology for entering, managing and tracking your project schedule using MS Project 2003.</p> <p><i>Don't let your career advancement fall behind schedule.</i></p>		
L E N G T H	2-Days (7½ hrs/day)	P R E R E Q	General project management and good computer skills.
D E T A I L S & S Y L L A B U S	<p style="text-align: center;"><i>Our "foundation" course – This two-day course covers our proven methods for building and tracking project schedules.</i></p> <p>Day 1</p> <p>Section 1: Introduction and Overview. This section, based on PMI® principles and doctrine, provides an introduction to project scheduling and techniques that are utilized to create a comprehensive and manageable project schedule.</p> <p>Section 2: Properties and Options. This section begins the use of Microsoft® Project. The MS Project property and option settings are discussed in detail.</p> <p>Section 3: Templates and Calendars. This section defines the templates and calendars available in Project and provides insight on how and when to use these features. The uses of global and local templates are reviewed with discussions on defining and applying them.</p> <p>Section 4: Setting up a New Project. In this section, a sample project will be introduced to the students. The students will begin to exercise the Edwards Industries methodology for using Microsoft Project.</p> <p>Section 5: Entering Project Data. While still following the methodology and following the lead of the instructor, the students will enter the tasks and milestones, including Level of Effort (LOE) tasks, for our sample project; the students will define the tasks, the task interdependencies and constraints in MS Project.</p> <p>Day 2</p> <p>Section 6: Tracking Project Progress. Now that the students have completed building and base lining the schedule for our sample project, ...THE SAMPLE PROJECT IS READY TO BEGIN... In this section, the students will learn to record the actual progress of project tasks and actual work schedule for project resources.</p> <p>Section 7: Analyzing Project Progress. Now that the students have built a schedule and recorded status for a schedule, this section provides tools and techniques that can be utilized to analyze the status of the project.</p> <p>Section 8: Project Reports. An overview of the various "canned" reports available in MS Project will be discussed and demonstrated in this section. The custom report generator will also be discussed.</p>		

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Section 9: Class Exercise. Now that the class has completed the entire process with the instructor, it is time to try it on their own. Section 9, allows each student to use the principles from the previous sections to build a schedule on their own with individual oversight and guidance from the instructors.

Section 10: Supplemental Information on Microsoft Project. In this final section of the course, the class will review some of the lessons learned from the 2-days of training. The instructor will share with the class some of the nuances and anomalies in MS Project and how to avoid or work around them.

Materials Provided:

Each person attending the training course will receive the following:

- Individualized Training Environment - each student is assigned their own PC workstation.
- 400+ page full-color comprehensive training manual written by Edwards Industries.
- A laminated Desktop Reference with the project management process for using MS Project.
- CD containing scheduling templates, sample projects and supplemental procedures.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-P2K3C1	PMI PDUs:	15	A A C E	A.E.P. COURSE NUM:	7014-P2K3C1	AAE PHUs:	15
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For more information or to register for this course, visit our website at www.edwards-ind.com; email us at training@edwards-ind.com; or contact the Edwards Industries main offices by phone at (800) 556-2506

Payment methods accepted: Cash, Check, Visa, MasterCard, American Express

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*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.
LARGER GROUPS PLEASE CALL.
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



All Edwards Industries training courses are 100% satisfaction guaranteed

Notes:

- (1) Edwards Industries training center is fully equipped with computer workstations for each student and projection equipment for instruction.
- (2) Price does not include travel costs. If applicable, travel expenses will be extra when training is held at client furnished training center.
- (3) Pricing at client furnished training center assumes center will be fully equipped to include training stations for each student. The Edwards Industries instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Industries can provide the projection equipment.
- (4) Open enrollment training classes are subject to cancellation by Edwards Industries. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Industries assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.