

SCHEDULE OF AVAILABLE TRAINING COURSES
(COURSE PRICE/DATA SHEET)

Title of Course:	Microsoft® Project 2000 – Advanced Topics 3		Length of Course (# of hrs/Days):	1-Days (7 hours)	
<p><u>DESCRIPTION OF CLASS</u></p> <p>In this training course, advanced topics and specific areas of Microsoft® Project 2000 are addressed. In this 1-day training program, 1-advanced module is covered. The Edwards Industries Core class in Microsoft® Project, which teaches the scheduling methodology, is strongly recommended before taking this course.</p> <p><u>ADVANCED PROGRESS TRACKING</u></p> <p>When executing projects, there can be (and typically are) many changes and corrections to the original work plan and master schedule after the baseline is established. There can also be errors made in recording progress of the project that need to be modified or "backed out". These errors and changes can include time for a resource posted against the wrong task, resource substitutions, too much (or too little) status recorded against a task, as well as a multitude of others. These changes and error corrections need to be made to the schedule file while maintaining the accuracy and integrity of all other areas in the project file. MS Project can be very "unforgiving" if the changes are not made correctly. With the correct procedure, however, these changes and corrections can be made to the baselined schedule while maintaining the ability to track and analyze the progress of the project from reporting period to reporting period. This module will teach you some of the techniques for processing these changes and corrections in Project based on Edwards Industries experience with managing medium and large-scale projects using Microsoft® Project 2000. These procedures and techniques are based on our "real world" experiences and not just textbook examples.</p> <p><i>Learn techniques to:</i></p> <ul style="list-style-type: none"> • Apply changes to tasks after the baseline is established (i.e. new tasks, modified estimates) • Apply changes to resource assignments after the baseline is established (i.e. additions, substitutions) • Make adjustments to the status of tasks reported in prior reporting periods • Make adjustments to the hours reported in prior reporting periods <p>We also encourage you to bring examples of your projects and problems you have encountered while using Microsoft Project and at the end of this class (time permitting), our experienced instructors will review these and provide suggestions to improve or correct the problems you are seeing.</p>					
Course Prerequisite:	Microsoft® Project 2000: A Scheduling Tool for Successfully Managing your Projects	R.E.P. Program Number:	1918-P2KA03	PMI PDUs:	7
FOR REGISTRATION, PAYMENT AND GENERAL INFO:	<p>For more information or to register for this course, contact the Edwards Industries offices by phone (800) 556-2506 or email: training@edwards-ind.com</p> <p>Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>				