

Learn how to use Microsoft Project like a professional

Critical knowledge and skills a Project Manager needs to create, baseline, manage, and report effectively using Microsoft Project

16 - 17 March 2022

This is an **interactive Virtual Instructor-Led Training (VILT)**. Kindly ensure you have a working Webcam and Headset with Microphone.

- ✓ Strictly limited number of seats to ensure maximum learning and experience for all delegates
- ✓ Thorough and customised program to address current market concerns
- ✓ Provision of a digital certificate to participants at the end of the training

KEY BENEFITS OF ATTENDING

On completion of this course, delegates will be able to:

- **CREATE** a new project plan
- **CREATE** and **ORGANISE** tasks
- **CREATE** and **ASSIGN** work, material, and cost resources
- **FINALIZE** a project plan
- **OBTAIN** approval to baseline the plan
- **UPDATE** the project plan to reflect progress as you execute the project
- **MONITOR** project progress in the project plan
- **ADJUST** the project plan to meet the time and cost objectives
- **CONTROL** time and other constraints
- **CREATE** project reports to keep the stakeholders informed
- **CREATE** templates for future use

COURSE PREREQUISITES:

- Basic project management knowledge and skills would be an advantage.
- Basic knowledge and skills for using your current Windows operating system.
- Notebook/PC with the applicable software installed:
 - MS Project - 2019, 2016, 2013, or 2010.
 - MS Office - 2019, 2016, 2013, or 2010.