



### COURSE : **MICROSOFT OFFICE 2007: ENTERPRISE PROJECT MANAGEMENT FOR PROJECT MANAGERS**

Microsoft Project is a tool for implementing project management principles and practices. This course provides not only the information about which buttons to press and where to type project dates but also the conceptual framework to make computerized project management work for you. We use relevant examples of projects from many industries and disciplines and will show you how to address, control, and overcome real-world constraints to ultimately enrich your Microsoft Project experience and make you a better project manager

DATE:	As per schedule
TIMES:	09:00 - 16:00
DURATION:	3 days (7 hour days)
VENUE:	AccTech Academy : Rivonia
COURSE TYPE:	Hands-on, Instructor lead
GROUP SIZE:	As per quote
COURSE DOCUMENTATION:	<ul style="list-style-type: none"><li>• Microsoft Office EPM 2007 BIBLE</li><li>• User Competency Assessment</li><li>• Certificate of competence</li></ul>
TARGET AUDIENCE:	Any person with a desire to succeed as a project manager
PREREQUISITES:	A good understanding of the Windows environment, have mastered standard Windows software conventions such as Office.
INCLUSIONS:	Light Lunch and refreshments
COST PER DELEGATE:	As per quotation

#### HIGH LEVEL COURSE OUTLINE

DAY 1	<p><b>Project Management Basics</b></p> <ul style="list-style-type: none"><li>○ The nature of projects</li><li>○ Exploring the MS Project environment</li></ul> <p><b>Getting your project going</b></p> <ul style="list-style-type: none"><li>○ Creating a new project</li><li>○ Building tasks</li><li>○ Creating resources and assigning costs</li></ul>
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## DAY 2

### Refining your project

- Understanding the basics of views
- Using views to gain perspective
- Modifying the appearance of your project
- Resolving scheduling problems
- Resolving resource problems

### Tracking your progress

- Understanding tracking
- Recording actuals
- Report on progress
- Analyzing financial progress

## DAY 3

### The Nature of Projects

- Understanding Projects
- Exploring project management
- Critical path and slack
- Durations and milestones
- Resource-driven schedules and fixed-duration tasks
- Diagrams that aid project management
- Dependencies
- Managing projects with project management software
- What's required of you
- What Microsoft Project can do to help
- The Life Cycle of a Project
- Identifying your goal and the project's scope
- Planning
- Revising
- Tracking
- Learning from your mistakes

Visit our training page on [www.cisnig.com](http://www.cisnig.com) for the latest events schedule or contact our Training Administrator on +234-01-2160684 or +234-08086551789