VIDEO COURSE INFORMATION

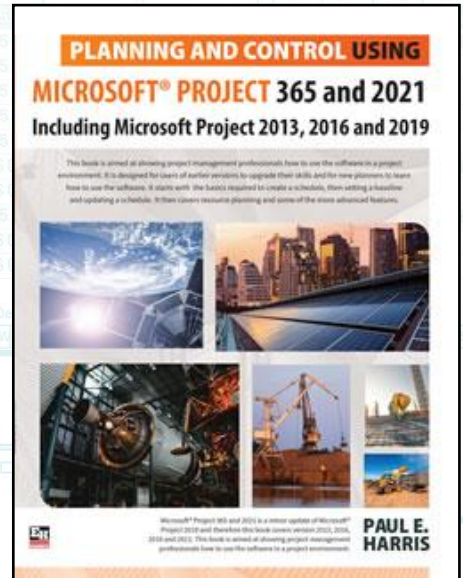|	
TITLE	**Planning and Control Using Microsoft Project 365 and 2021 Including 2019, 2016 and 2013**
OVERVIEW	This course aims to teaching students how to plan and control projects with and without resources up to an intermediate level using Microsoft Project 365, 2021, 2019, 2016 and 2013.

OBJECTIVES

This course aims to teach participants:

➢ The user interface and how to create projects,

➢ Scheduling projects without resources,

➢ Filters layouts, printing and reports,

➢ Baselines and updating an un-resourced project,

➢ Creating and assigning roles and resources,

➢ Controlling projects with resources and costs.

PRE-REQUISITES

Students require access to a copy of Microsoft Project 2013 or later.

They should be working in a project environment and understand how projects are planned and controlled. This includes knowledge of the following subjects:

➢ Project management processes,

➢ How to plan a project including the development of a Work Breakdown Structure,

➢ Experience in the use of PCs and an understanding of the operating system.
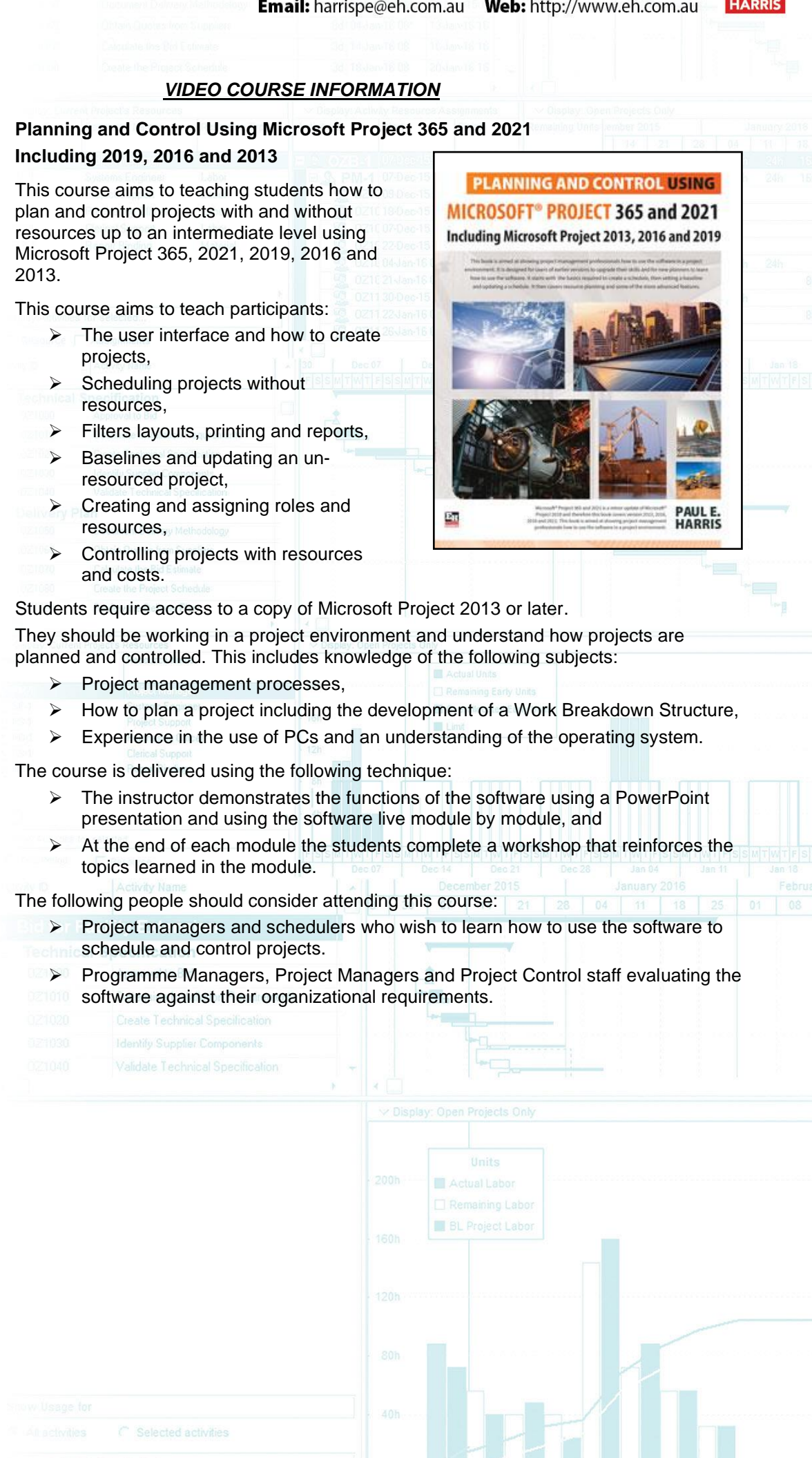
DELIVERY

The course is delivered using the following technique:

➢ The instructor demonstrates the functions of the software using a PowerPoint presentation and using the software live module by module, and

➢ At the end of each module the students complete a workshop that reinforces the topics learned in the module.

TARGET AUDIENCE

The following people should consider attending this course:

➢ Project managers and schedulers who wish to learn how to use the software to schedule and control projects.

➢ Programme Managers, Project Managers and Project Control staff evaluating the software against their organizational requirements.

Planning and Control Using Microsoft Project 365 and 2021

COURSE CONTENTS