

Microsoft Project Course (Classroom and Virtual)



What is it about?

To promote project success, it is imperative for project staff to plan, schedule, monitor and report accurately on projects. Failing to plan is planning to fail!

This Microsoft Project course is designed for project staff requiring to effectively utilise the tools and techniques offered by Microsoft Project.

This Microsoft Project course encompasses both PRINCE2® planning as well as the best practice *PMBOK® Guide* (Project Management Body of Knowledge) accompanying Practice Standard for Scheduling.

What does the course cover?

- ✓ Getting acquainted with MS Project
- ✓ Creating a Project Plan
- ✓ Tracking Progress
- ✓ Create a schedule and scheduling a project
- ✓ Creating reports
- ✓ Managing calendars
- ✓ Managing tasks
- ✓ Working with Multiple projects
- ✓ Resource Management
- ✓ Filters, Sorting and Groups
- ✓ Managing Constraints
- ✓ Project costing and managing costs
- ✓ Import & Export Data
- ✓ Applying earned value management to costs
- ✓ Share resources
- ✓ Creating a Project Plan template
- ✓ Managing Multiple projects

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Do I qualify?

Course delegates should preferably have some experience in a project environment and must have basic computer literacy.

Delegates are required to have a laptop with the relevant version of Microsoft Project preloaded.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Introduction to Project Management, Practical Project Administration and PRINCE2® Foundation courses.

Must I study before?

No pre-course study is required.

Who Should attend?

- Project Office Administrators
- Project Managers
- Project Team Managers
- Project Team Members
- Project Support Staff

How is the Course presented?

Our experienced internationally accredited trainers deliver interactive and practical experiences through:

- Classroom
- Virtual instructor-led on Zoom (requires laptop and stable internet connection)
- At your premises (for groups)

This is an intensive 3-day course.

What is included?

- Course manual
- Exercises
- Class Test
- 3 days training
- Certificate
- PDU and CPD points (ask us)



How will I be examined?

- Multiple choice, 40-minute, open book exam. Delegates must obtain 50% (10 out of the 20 available marks)
- On successful completion delegates receive a PM Academy competence certificate.

What's in it for me?

- ✓ Plan, baseline and update a project
- ✓ Schedule and update the activities
- ✓ Create custom reports on progress throughout the life cycle of the project
- ✓ Exchange project plan data with other applications



PM Academy was established in 2005 (South Africa) and in 2016 (Botswana). Through practical experience we are delivering our vision, by providing a world class professional project management training and advisory services, to the African and international markets.

Testimonial

"The presenter was very engaging, personable, patient and kind. Encountered real life experiences which added context, so much value earned." - Zandile Moloi