



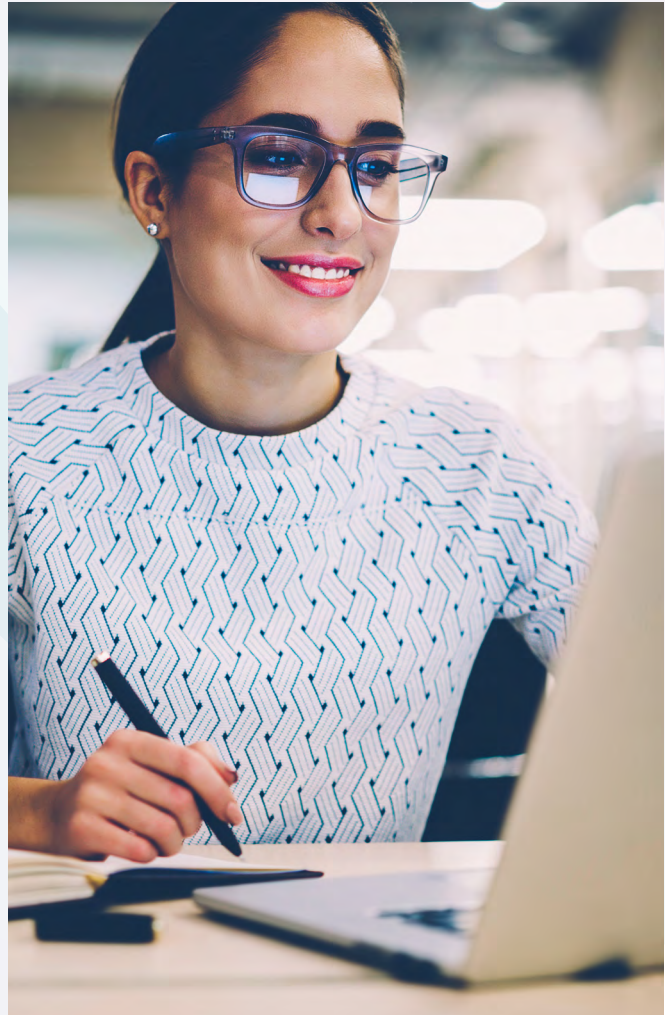
# Microsoft Project Essentials



## Overview

This powerful and practical course is facilitated by experts and is designed to provide participants with the essential knowledge and skills for planning, scheduling, tracking, controlling and reporting on their projects in Microsoft Project.

These skills will be able to be put to immediate and practical use at the completion of the course, which refers to various source materials and draws upon the research and experience of PM-Partners' extensive involvement in managing projects.





# Key Topics

- » Introducing the software and relational database concepts
- » Exploring views and navigation techniques
- » Working with base calendars
- » Using project information and properties
  - Working with tasks
  - Creating the Work Breakdown Structure (WBS)
  - Creating deliverables and summary tasks
  - Entering sub-tasks
  - Defining duration
  - Creating milestones
  - Creating an outline, from which to expand and collapse schedule detail levels
- » Understanding and formatting the critical path
- » Establishing task dependencies
- » Extracting information from your projects
- » Customising tables and filters
- » Formatting your project
- » Working with resources and assignments
  - Managing resource over-allocations
- » Project control
  - Baselining your project
  - Performing project tracking functions
  - Reporting and printing



# Objectives

## Duration

**1 day**

Microsoft Project Essentials is a one day fast-paced and intensive course, which follows a case study (which may be customised to suit your project environment), and while designed for maximising productivity through the use of Microsoft Project as a tool, positions sound project management skills at its core.

Successful completion of this course will provide participants with the following:

- » An overview understanding of what Microsoft Project is and what it is not, incorporating a fundamental understanding of the 'relational database'.
- » Effective and accurate scheduling in Microsoft Project, using constraints and critical milestones.
- » A fundamental understanding of resource scheduling and management, identifying over-allocated resources and performing basic levelling functions.
- » Ability to establish and maintain tight control over projects - baselining the plan and performing tracking functions for reliable status reporting.
- » Disciplines in realigning projects to reach critical milestones.
- » An introduction to the variety of Project progress reporting capabilities in Microsoft Project.
- » Set up checklists to help speed you on your way.

## Exam and Certification

No exam. Workshop only.



# Course Delivery

Participants receive a comprehensive Microsoft Project Essentials manual, which performs two functions:

- » Reference during the course, containing information and exercise scenarios on the what, when, how, why and what if... of Microsoft Project.
- » An ongoing resource, which may be kept on hand for future reference when using the software, and or encountering difficulties.

A Case Study Guide is provided (in the case that a custom project is not being utilised), from which a project will be built, in a progressive and practical manner during the course.

Courses are facilitated by our expert team and can be conducted onsite or at our premises. All courses can be customised, including the case study, to suit your requirements.

PM-Partners is a Microsoft Certified Partner.

## Customisation options

Optional training modules can be added to this course:

- » Additional day to cover more advanced aspects of Microsoft Project or Project Management topics.
- » Other options available upon request.



## Next Steps

Microsoft EPM (Enterprise Project Management) Project Server:

- » Learn about and explore the many features and business benefits of Project Server.
- » Microsoft Project Server Implementation. Learn how to implement, configure, and support Microsoft Project and Microsoft Project Server within your enterprise.



# Who is this course for?

This course is designed for Project managers, team members and service managers seeking an elevated level of proficiency in the management of their projects using available software tools for project scheduling and control.

## Participants should:

Have a fundamental competence, however, in operating Microsoft Windows is essential for this fast-paced course.

## Professional Development Units (PDUs)

Participants who have been awarded the Project Management Professional (PMP) credential by the Project Management Institute (PMI) are eligible to earn PDUs for their participation in these courses as follows: **7 PDUs** (7 Ways of Working).

## CPDs

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn CPDs as follows: **14 CPDs**.



On completion of this course, you will be awarded with a PM-Partners digital badge. These are widely accepted by leading organisations as recognition of specialist training and often shared on social media.

On the last day of training, you will be provided with a Digital Credential via the Credly Acclaim platform. This badge can be added directly to your LinkedIn profile and/or shared to your newsfeed, or other professional profile, to share your achievement with your network.

# Why learn with PM-Partners?

## Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

## Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

## Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.



**Mike Boutel**  
Head of Training



**Nekta Vamvoukakis**  
Corporate Training  
Consultant



**Jourdan Clark**  
Professional Development  
Manager

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

## Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in AXELOS' best practice portfolio, such as ITIL®, PRINCE2®, PRINCE2 Agile®, MSP®, MoP®, P3O® and P3M3®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits, Facilitation and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.

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## Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.





“ I recommend  
Microsoft Project  
Essentials Course ”

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