Microsoft Project

Description

This three-day course provides participants with the knowledge and skills to master Microsoft Project. This tool is recognized for its ability to structure, plan, and monitor projects of any size. Mastery of the software makes it possible to efficiently manage resources, deadlines, and costs. This training offers a complete and progressive approach, suitable for both beginners and users looking to strengthen their practices.

A solution tailored to modern project management

The Microsoft Project training provides a clear understanding of the interface and the main features of the software. Participants learn how to create a project, define tasks, and plan the necessary resources. They also acquire methods to properly assign resources to activities and ensure rigorous progress tracking. Each concept is illustrated with practical examples to enhance efficiency and productivity.

Course Content

Module 1: Overview of project management

Review of the basics of project management

Module 2: Overview of Microsoft Project

Quick tour of Microsoft Project components and interfaces

Module 3: Defining a project

Set basic data when starting a project

Module 4: Preparing project tasks

Identify, organize, and estimate project tasks

Module 5: Preparing project resources

Identify and define the characteristics of project resources (availability, unit costs)

Module 6: Assigning resources to tasks

• Estimate required resources for task execution and assign them

Module 7: Optimizing the project plan

Develop the project plan (time optimization, resource leveling)

Module 8: Presenting and reporting on the project (views, reports, and visual reports)

- Display, print, or present a project (customization of views and reports)
- Adapt default reports
- Export data to Excel or Visio to use existing charts and reports

Module 9: Executing the project

Track actual values measured during task execution

Module 10: Monitoring the project (variance analysis, plan revision, and change control)

- Review the project plan, evaluate variances between actual and planned values, produce forecasts
- Evaluate and include approved changes in the baseline plan

Module 11: Closing the project

Evaluate project performance

Module 12: Consolidating multiple projects

- Manage a project and its sub-projects
- Manage shared resources across multiple projects centrally

Lab / Exercises

 This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

Companion book "Microsoft Project Step-by-step"

Participant profiles

- Project managers
- Team leaders
- · Planners and coordinators
- Project management consultants
- · Team members involved in operational monitoring

Prerequisites

- General Project Management knowledge
- Understand basic scheduling principles

Objectives

- Understand the Microsoft Project interface
- Create and structure a project
- Plan and organize tasks
- Define and manage resources
- · Assign resources to activities
- Monitor and analyze progress
- Use reports and analysis tools
- Close and evaluate a project

Description

Microsoft Project Training

Niveau

Fondamental

Classroom Registration Price (CHF)

1950

Virtual Classroom Registration Price (CHF)

1800

Duration (in Days)

3

Reference

MSPROJECT