

MS Project

13/04 ó 07/05/2010

Demstar Education,

This course is created to be offered and help the participants, especially designed for project managers, team members and senior management who want to use the International Standards of Project Management to help complete projects faster, cheaper and easier. It is also an ideal course for those people who need a refresher course in project management, and which the need came up for many organizations in the Cyprus market.

" MS Project"

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Upon completion of this course, attendees will be able to:

1. Define and describe common project management terminology.
2. Use a step-by-step process to manage projects faster while using fewer resources.
3. Avoid common pitfalls and mistakes in managing projects.
4. Define their role in the global project management process.

This course is designed for project managers, and senior management who want to use the International Standards of Project Management to help complete projects faster, cheaper and easier.

1 **13/04** **09:00 ó 11:45**

Exploring the Microsoft Project Environment

- Working with the Project Guide
- Examining the Gantt Chart view
- Using Project menus
- Examining the toolbars

Creating a New Project

- Opening a Project file
- Establishing Basic Project Information
- Project Calendars
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Getting Help

2 **16/04** **09:00 ó 11:45**

Building Tasks

- Establishing Timing for Tasks
- Assigning Task Timing
- Using Recurring Tasks
- Establishing Constraints and Deadline Dates
- Manipulating the Gantt Chart to View Timing
- Entering Task Notes
- Establishing Dependencies Among Tasks
- Viewing Dependencies
- Deleting Dependencies

Creating Resources and Assigning Costs

- Deleting Dependencies
- Creating a Resource List
- Modifying Resource Information
- Modifying a resource's working hours
- Blocking off vacation time
- Using Resources and Tasks
- Handling Unusual Cost Situations

3 **20/04** **09:00 ó 11:45**

- Creating a resource pool and sharing the resources
- Opening a project that uses a resource pool
- Updating information in the resource pool
- Quit sharing resources

Meeting Information:

Venue: Demstar Education, Nicosia

Participation Fee

Initial Cost: €695.00

Please contact us to inform you for the amount of the subsidy that it will be deducted from your fees

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