

## TRAINING COURSE OVERVIEW

This in-depth, hands-on, instructor-led course provides the Project Manager, Planner, or Scheduler with the skills needed to create and manage projects using Microsoft Project while following a leading practice scheduling process.

Each student will follow the instructor and complete hands-on exercises on their personal laptop or computer workstation that is pre-loaded with the Microsoft Office application suite and Microsoft Project. Each student will create and manage projects with Microsoft Project and follow the same steps that they would follow if they were creating and managing live projects.

**Course Number:** EPMA-100

**Course Duration:** Two (2) days

**Student Roles:** Project and Program Managers, Project and Program Planners, Project and Program Schedulers

**Course Prerequisites:** Prior knowledge of Project Management is helpful.

**Course Pricing:** Please contact EPMA at [training@epmainc.com](mailto:training@epmainc.com) or 888.444.EPMA for individual or group pricing.

## TRAINING COURSE TOPICS

### Introduction to Microsoft Project

Review Microsoft Project's main features and terminology; review how Microsoft Project facilitates the management of a project; review how Microsoft Project is used as part of a recommended project scheduling process.

### Using the Microsoft Project Interface

Learn how to navigate the Microsoft Project interface; learn how to use the Backstage, the Quick Access Tool bar, and the Ribbon interface; learn how to interpret and manipulate a Gantt Chart.

### Working with Project Tasks, Resources, and Assignments

Learn how to view and manipulate task, resource, and assignment data in a project using Views, Tables, Filters, and Groups; review the project data and meta-data model.

### Initiating a Project

Learn how to create a new project schedule by starting with a blank project; learn how to create a new project schedule by using a project schedule template; learn how to define the summary information for a project such as its start date, working calendar, and other scheduling options.

## Planning Project Tasks

Learn how to use manually-scheduled and auto-scheduled tasks in a project schedule; learn how to add, remove, and organize tasks and milestones with a Work Breakdown Structure; learn how to sequence tasks and milestones with dependencies; learn how to apply timing and work effort estimates to tasks; learn how to apply scheduling constraints, deadlines, and calendars to tasks.

## Planning Project Resources and Assignments

Review the types of resources available in Microsoft Project; learn how to create and configure Work, Material, and Generic resources for a project; review the variables that affect resource assignments in a project schedule; learn how to assign Work and Material resources to tasks in a project schedule.

## Resolving Scheduling Issues and Base-lining a Project

Learn how to identify and analyze various scheduling issues in a project schedule; learn how to identify and analyze critical tasks, task paths, and missed deadlines in a project schedule; learn how to identify and deal with resource over allocations in a project schedule; review project base lining and learn how to save a baseline.

## Tracking Project Progress

Review the methods of tracking task progress in a project schedule; learn how to track progress using percent complete, actual work and remaining work, and actual daily work hours; learn how to indicate a completed milestone in a project schedule.

## Closing the Project Update Cycle

Learn how to cancel unnecessary tasks in a project schedule; learn how to reschedule uncompleted work in a project schedule; learn how to apply a change control process with task formatting and notes; learn how to set the status date for a project.

## Measuring Project Performance and Reporting

Review project date variances and learn how to identify and analyze them for schedule performance; learn how to re-baseline a project schedule; learn how to display, hide, and configure the Time-line view; learn how to copy data from Microsoft Project to other programs; learn how to use Visual Reports for analyzing numeric work and cost data; learn how to view, create, and manipulate dashboard reports.

## Working with PWA Status Reports

Learn how to request that project team members complete and submit a periodic PWA Status Report; learn how to respond to a PWA Status Report request; learn how to view PWA Status Report responses submitted by project team members.

## Other Day-to-Day Administrative Functions

Learn how to change the ownership of an enterprise project; learn how to forcefully check in a locked project via the PWA Project Center; learn how to manage personal e-mail notifications sent by Microsoft PPM; learn how to temporarily delegate your system responsibilities to a co-worker.

## TRAINING COURSE INSTRUCTORS

EPMA instructors are certified in Microsoft Project and Microsoft Project Server, and have several years of practical hands-on experience deploying multiple versions of Microsoft Project, Microsoft Project Server, and Project Online in organizations of varying types and sizes. This breadth and depth of experience allows them to teach the mechanics of the tools, as well as share many practical tips, best practices, and pitfalls to avoid.

## TRAINING COURSE LOCATIONS

### EPMA Training and Solution Center

When delivered as a public, open enrollment training course, there typically are students from various companies and industries in the same class. Because of this diversity, class discussions often include a wide variety of comments, questions, and student experiences to supplement the standard material covered in the course.

EPMA's state-of-the-art training and solution center, located in Houston, Texas, accommodates up to 26 concurrent attendees and is populated with an elaborate array of technology.

The training and solution center is located at 4615 Southwest Freeway, suite 200 in Houston, Texas and is conveniently located minutes away from a wide variety of hotels, dining, shopping, and entertainment. The facility is located 15 minutes from downtown Houston, and it is accessible by air through two Houston-area airports.

## Live Virtual

When delivered as a live virtual training course, students may attend from their office or home over the Internet, but have many of the same benefits as attending in-person. This combines the quality of live, hands-on learning with the flexibility and convenience of remote attendance.

## On Site

When delivered as an on-site training course, students may choose to have organization-specific discussions around how they should use the tool from a functional and process perspective (time permitting).

After coordinating on-site training schedules and logistics, an EPMA instructor travels to the training facility of your choice to deliver the training course for your personnel. Students are expected to supply their own computer equipment and Internet connectivity as necessary.

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