

## 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 own 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 <http://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 Toolbar, 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 metadata 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 Baselining 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 baselining 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 Timeline 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.

## 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.

The EPMA state of the art training and solution center, located in Houston, Texas, accommodates up to 26 concurrent attendees, and it is populated with an elaborate array of flexible training equipment that provides for several flexible configurations. Several high-powered computer workstations are loaded with the latest software and are connected over a high-speed training network to our Project Server / SharePoint training systems.

The training and solution center is located at 4615 SouthWest Freeway Suite 200, Houston Texas 77027, and it 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 onsite 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 onsite 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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