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## MICROSOFT PROJECT WORKSHOP SERIES

<b>Course Title</b>	Project Planning Essentials with Microsoft Office Project Professional
<b>Course Code</b>	M13PJ1
<b>Version Relevance</b>	2013
<b>Course Duration</b>	2 days
<b>Course Delivery</b>	Classroom
<b>Course Audience</b>	<i>Program and project managers, planners and schedulers</i>
<b>Prerequisite(s)</b>	<i>Project planning/management fundamentals (desirable) Knowledge of Windows™</i>

### COURSE SUMMARY

*This workshop provides hands on training for Microsoft Office Project Professional 2013, leading participants through the entire project life cycle, from planning to execution.*

*Topics include adding activities, assigning resources, and creating a baseline.*

*Participants also gain a thorough background in the concepts of planning and scheduling and all workshops and exercises focus on managing the schedule, resource and costs.*

## Course Topics...

- Set up the Microsoft Project environment
- Enter and edit tasks and durations
- Understand task types, task relationships and constraints
- Work with Milestones
- Create a Work Breakdown Structure
- Understand alternative views
- Work with resources
- Apply resource costs
- Create and modify calendars
- Level resource over-allocations
- Work with the Critical Path
- Understand alternative charts
- Baseline a plan
- Track actual values against baseline values
- Print a plan
- Create and print reports
- Work with multiple projects
- Share resources across multiple plans



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