



Formation MS Office Project - Project planning in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 255

Goal : Learn and apply Gantt and PERT planning methods to schedule a project (without resource management and project tracking).

Audience : This training is intended for team leaders, project managers and engineers needing to prepare projects with MS Project.

Prerequisites : Theoretical knowledge and hands on experience in project management as well as

common office software tools knowledge are required. Prior training course on project management (e.g. PMBOK) or university bachelor/master in management strongly recommended.

Goals :

- Introduction
- Limits and possibilities of MS Project
- Differences between MS Project Standard, Pro, Project for the Web and Project Server
- Competing and complementary softwares
- MS Project integration in other MS Office products
- Usability control (compatibility and behaviors issues between versions and major missing features)
- Discovering the graphic user interface and the online help
- MS Project important settings
- Saving projects (properties, security, backup)
- Project calendar settings and organization (5 time referentials)
- Defining project behavior ASAP/ALAP (postponing)
- Task definition with properties (links, priority, time constraint, deadline, calendar,..)
- Tasks calculation mode (static or dynamic)
- Creating and manipulating simple tasks (copy/paste, moving, delete rows and columns)
- Find a task with the search tool
- Moving quickly in time scale
- Chaining (SS, SF, FS, FF) and splitting tasks
- Creation of recurring tasks, instantaneous milestones, milestones, hammock and ghost tasks
- Hide, deactivate and tasks report
- Basic formatting of Calendar, Gantt and PERT views
- ...

Pedagogical method : This training is based on approximatively 20% of theory and 80% practice exemples. The attendees may bring their professionnal project plans to work on.

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 325 CHF

Daily price in remote : 156 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1625 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *Ultimate Learning Guide to MS Office Project 2007*
- **Author(s) :** Dale A. Howard, Gary L. Chefetz
- **Pages :** 920
- **ISBN :** 1934240001

Tags : project, planning, gantt, pert, calendar, task, milestone, ressources, six sigma, itil, pmbok, ms project training, project course, ms project course, project training.

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