

Understanding Microsoft Project

January 19 & 20, 2012
at St. Cloud State University

www.scsutraining.com/MSProject



OVERVIEW

Managing projects successfully is of utmost importance to any type of organization. Microsoft Project is one of the tools that can be used to manage projects. Project management consists of a group of processes and phases starting from initiation to closure. There are various steps involved in planning, executing, monitoring and controlling the project.

Scheduling using MS Project will provide participants with hands-on experience with MS Project software. This short course is based on the Project Management Body of Knowledge (PMBOK) and will equip the individuals with an insight to create, update, and control projects.

HIGHLIGHTS

- Introduction to project management
- Introduction to MS Project 2007
- MS Project templates
- Project planning
- Managing resources and cost
- Project execution
- Project monitoring and control
- Project closeout

Also offering:

Project Management Essentials, February 16 & 17

Understanding the Project Management Body of Knowledge, March 15 & 16

ACTIVITIES

Case study approach to:

- Scheduling projects
- Developing dependencies
- Allocating and leveling of resources
- Monitoring and controlling projects

WORKSHOP DETAILS

This course offers 16 hours of Project Management education. Project Management education is required to sit for various certification exams such as the CAPM® or PMP®

When: January 19 & 20, 2012

Time: 8:30 a.m. - 4:30 p.m.

Where: SCSU Welcome Center

355 5th Avenue, St. Cloud

Cost: Early Bird: \$499 by January 5, 2012

Regular: \$525 after January 5, 2012

Registration closes: TBA

Register: www.scsutraining.com/MSProject

Bundle two or more of our
Project Management offerings &
SAVE!
See website for details.

Questions? Contact Tammy@scsutraining.com or 320.308.4252.

Visit our website to register or for more information:

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