Microsoft Project

Category: Modern Workplace & M365 | **Vendor:** Logical Operations

Duration: 24.00 hours (3 days) **19.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course will familiarize the user with the basic features and functions of MS Project so that it can be used effectively and efficiently in a real-world environment. MS project will give the ability to project managers to update a project plan in Project during the execution, monitoring, and controlling phases of a project

About This Course

This course will familiarize the user with the basic features and functions of MS Project so that it can be used effectively and efficiently in a real-world environment. MS project will give the ability to project managers to update a project plan in Project during the execution, monitoring, and controlling phases of a project

Who Should Attend

This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding as well as acquiring the advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Identify project management concepts and navigate Microsoft 2. 2. Project Professional.

Create a new project plan.

Add tasks to a project.

Manage task relationships within a project.

Manage project resources.

fnalize a project plan.

Update a project plan.

Generate project views to manage a project.

Create project reports to share a project’s status.

Reuse project plan information.

Work with multiple projects.

Detailed Course Outline

GETTING STARTED WITH MICROSOFT PROJECT

- Topic A: Identify Project Management Concepts
- Topic B: Navigate in the Microsoft Project Desktop environment

DEFINING A PROJECT

- Topic A: Create a New Project Plan File
- Topic B: Set Project Plan Options
- Topic C: Assign a Project Calendar

ADDING PROJECT TASKS

- Topic A: Add Tasks to a Project Plan
- Topic B: Enter Task Duration Estimates

MANAGING TASKS

- Topic A: Create a Work Breakdown Structure
- Topic B: Define Task Relationships
- Topic C: Schedule Tasks

MANAGING PROJECT RESOURCES

- Topic A: Add Resources to a Project
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

FINALIZING A PROJECT PLAN

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan

UPDATING A PROJECT PLAN

- Topic A: Enter Task Progress
- Topic B: Enter Overtime Work
- Topic C: Edit Tasks
- Topic D: Update Cost Rate Tables
- Topic E: Update a Baseline

VIEWING PROJECT PROGRESS

- Topic A: Use View Commands
- Topic B: Add a Custom Field
- Topic C: Create Custom Views
- Topic D: Format and Share the Timeline View

REPORTING ON PROJECT PROGRESS

- Topic A: View Built-in Reports
- Topic B: Create Custom Reports
- Topic C: Create a Visual Report

REUSING PROJECT PLAN INFORMATION

- Topic A: Create a Project Plan Template
- Topic B: Share Project Plan Elements with Other Plans

WORKING WITH MULTIPLE PROJECTS

- Topic A: Share Resources
- Topic B: Link Project Plans

Additional Course Details

Nexus Humans Microsoft Project training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward. This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Project course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Project?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 3-day Microsoft Project course provides up to 19.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Project training?

The training takes place over 3 day(s), with each day lasting approximately 24.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Project?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Project. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Project?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Project training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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