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Microsoft Project Training Package

When it comes to software, without the proper understanding, methods and skills we can easily end up in a decline in productivity and effectiveness—particularly when using software in project management.

The sudden awareness and growth in project management has brought an unprecedented interest in the potential *that computers and information technology can bring to this complex and dynamic subject. Graduates maintain increased productivity and enhanced on-the-job performance by knowing how to match the right process and skill set when using their Microsoft Project software.*

Who should attend

Participants must be familiar with the Windows operating system, and a basic understanding of MS Project or MS Excel is useful, but not mandatory. Experienced users of MS Project who have also attended the *Project Management Breakthroughs* program may attend the **Working Sm@rt™ with Microsoft Project** workshop only. Others attend a one day *Fundamentals of Microsoft Project* workshop the previous day in addition to prepare themselves more effectively for the *Working Sm@rt™* program

What to expect

Day One

This is an intensive course for people who wish to learn how to use Microsoft Project more effectively to enter, monitor and track project tasks and produce a detailed analysis of the assignment of resources to tasks. A detailed Learning Guide (330 Pages) and a course disk with exercises are provided for each participant in this hands-on course where participants work through real-life examples and scenarios.

Day Two

Participants will plan and work through two complete case studies that cover the transfer of the time scale dependency chart (developed in the *Project Management Breakthroughs* program) on to the Microsoft Project software as well as other techniques. While this program is not an attempt to familiarise the participant with every menu or possible option available in MS Project, the participant will acquire the experience and confidence to continue their own investigation of the features available in MS Project.

Immediate benefits

- Navigate the screens and features of Microsoft Project
- Create a new Project file, create tasks with durations and relationships between them
- Create a Resource Pool, assign resources effectively and resolve resource allocation
- Assign materials and costs to projects and impose constraints and deadlines
- Monitor and track project progress and produce reports
- Accurately establish external dependencies between multiple projects
- Use Microsoft Project to manage more effectively the execution of the project, including tracking, reporting and handling changes
- Explore with confidence the many opportunities to customise Microsoft Project
- Grasp the importance and relevance of the emergence of "e-Project Management"

Program format

- A one or two-day workshop using MS Project in a computer laboratory.

Program tools

- Participants receive two comprehensive Learning Guides and Exercise Disk.
- On-site groups are welcome, and facilitation after the program can be arranged;
- Graduates of the program become members of *Priority Learning Link* which provides monthly newsletters containing useful productivity tips and suggestions.

Here's what people say about Microsoft Project Training Package

"All of the course was valuable - Very effective."

Samantha Welch, Suncorp

"Took the Mystery out of using project. Very Good."

Grant Martin, Australia Post

"First day overview was valuable in setting base knowledge. Very Good compared to other workshops."

Bruce Baron, Local Government

"Met my objective which was to learn MS Project with hints and tips. Most valuable aspects was to manage two projects running together... Satisfying."

Barry Stacey, Ambulance Services

"Gives a great/sound understanding of how MS Project works and how this will help PM to keep an eye on tasks."

Peta Bell, Fire and Rescue Services

"The entire workshop was valuable. Compared to other courses I have attended this was excellent."

Louis McIntosh, QR

"Excellent -WOW!!!"

Arlene Gadd, Ambulance Services

"A great practical way to increase MS Project knowledge and further Project Management skills."

Aron Wendt, Australia Post

"Fantastic Trainer, wealth of knowledge."

Debbie Spann, Local Government

"I got a lot out of the two days. Alongside the program exceeding my expectations, I was able to learn the capabilities of MS Project even though I may not use all of them".

John Craik, Local Government

"Day 2 was Excellent. Master file is excellent!"

Glen Millar, Local Government

"The trainer had excellent content knowledge. The information, in particular the background knowledge and information provided on why and how errors were occurring will be really helpful when using MS Project back at my desk. The PERT Chart/planning process was also very informative and will be extremely useful. It is the best training I have ever attended."

Michelle Thurecht, Local Government

"Good instructor with sense of humour. Thoroughly enjoyed it (program), very valuable and profitable."

Paul Knox, Local Government