

Microsoft Project Advanced (PMI)

After reinforcing the MICROSOFT PROJECT concepts and facilities, this workshop addresses those areas and where the package helps the Project Manager to Plan, Organize and Track and Report single and multiple projects, their schedules, estimates, deadlines, costs and associated resources. The Instructor also plans time to resolve specific participant MS Project issues.

Prior knowledge and real-world use of MICROSOFT PROJECT is required!

Course Title: TSE008 Microsoft Project Advanced (PMI)

Fees: \$525 per Session

[Click here for dates](#)

Upon completion, participants involved with PMI® and the Project Management Institute's Project Management Professional – PMP program, are awarded 7 PDUs or 7 "Contact hours".

This workshop is truly dynamic! Additional topics, tools and techniques are added, changed and/or deleted based upon the particular needs of participants and their organizations. Instructional methods for this 1 day program include lecture, discussion, question and problem sessions, and extensive hands-on exercises using many features of PROJECT.

The Program

Upon completion of this module of training, participants will be able to:

- Setup Projects and Sub-Projects and their Work Breakdown Structures, Estimates, and Dependencies using the PROJECT system;
- Input and track multiple project plans, with and without resource assignments and establishing inter-project dependency links;
- Use PROJECT to Plan and Manage MULTIPLE Projects and SHARE RESOURCES across multiple projects;
- Use additional PROJECT facilities to speed up data manipulation;
- Use PROJECT to perform multiple "What if?" scenarios e.g. change plans, project delays, resource over-under allocations etc.;
- Generate customized Reports, Views and Tables for Team Members, Management and Users;
- Change plans and schedules due to resource availability, task dependencies, imposed due dates, milestones and deadlines;
- Use PROJECT to BASELINE Schedules and TRACK started, in-progress and completed tasks;
- Create, Modify and Use TEMPLATES and RECURRING Tasks for similar projects;
- Use PROJECT to dynamically link to other software for optimum project management processes.

Further Information

For further information about this or any of our other courses please email: sbucet@stonybrook.edu