



## Learning Centre

*"Your Project Management Knowledge Connection"*

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***MS Project Workshop***  
**2 Days**

## **MS PROJECT - WORKSHOP OUTLINE**

### **Workshop Overview**

*MS-Project Accelerated is designed to bring users of MS Project to a higher level of productivity by identifying a set of best practices around project work breakdown structures, dependencies, estimating work, cost and duration and establishing baselines, as well as tracking and reporting project progress.*

This intense two-day course helps clarify many of MS-Project's complexities, including the relationship between units, work and duration, task types, resource and project calendars, and techniques such as resource leveling, hard and soft constraints, interdependencies between projects and the use of a common resource pool.

### **Workshop Benefits**

The ability to:

- Configure a project and set the project standards i.e. calendars
- Create a work breakdown structure (WBS) with work packages and dependencies
- Enter tasks, milestones, deliverables, constraints and deadlines in a WBS
- Choosing appropriate task types
- Create a resource pool and assign resources to tasks
- Identify views suitable for resource, schedule and cost reporting
- Understand resource leveling
- Prepare time and costs estimates
- Know when and how to set baselines
- Update a project plan with actual work, costs and dates
- Track time and cost actuals against plan
- Identify and manage the critical path and task dependencies
- Transfer information from project to other tools.
- Customize and tailor project views, tables, and filters
- Report and distribute project status information

### **Workshop Format**

This hands-on workshop includes **theory, hand-outs** of practical example deliverables for reference and to assist in learning, **hands-on exercises** that will reinforce learnings that are targeted towards your learning and practicing use of MS Project, and **reviews** at the end of each module that includes a **question/answer period** that further reinforces key concepts and learnings.

During the workshop participants work through MS Project exercises using the techniques presented in the workshop, enabling participants to experience the process of planning, tracking and managing projects using MS Project, thereby understanding and the tool's its effectiveness firsthand.

### **Workshop Take-Aways**

- MS Project Office Workbook
- Hand-Outs – Deliverable & Tool Templates
- Certificate of Completion
- Website & Book References

### **Who Should Attend?**

The workshop is intended for new or experienced Project Managers, Program Managers, Team Leaders and PMO Managers that manage projects in an organized context that want to quickly learn how to use the MS Project tool effectively.

The Workshop is very hands-on, hence it is limited to a maximum of 16 participants.

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### **Inquire About Our Customized Workshop Solutions**

If your business requires confidentiality or a tailored approach to your business, a customized approach is available. Call us at 604-461-0104, or email [learning@ciki.ca](mailto:learning@ciki.ca) .