

## Effective Scheduling

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<b>Purpose</b>	This course is designed to help project leaders to effectively implement a Time Management approach using the popular MS-Project® scheduling tool. The material is based upon the Time Management chapter of the Guide to the Project Management Body of Knowledge ( <i>PMBOK® Guide</i> ).
<b>Duration</b>	One day.
<b>Intended Audience</b>	This course is intended for project coordinators and administrators, team leaders and project managers who need to plan and control projects using MS-Project®.
<b>Learning outcomes</b>	<p>At the completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Set up a template, or templates, for MS-Project® to increase productivity and efficiency, including customizing views and tables,</li> <li>• Trace scope items to schedule items to improve traceability and communication,</li> <li>• Relate all the <i>PMBOK® Guide</i> Time Management processes to the functionality provided by MS-Project®,</li> <li>• Focus on key planning functionality provided by MS-Project® including features that are useful but not well documented or known,</li> <li>• Focus on the key controlling functionality provided by MS-Project® by setting a baseline and tracking progress.</li> </ul>
<b>Learning environment</b>	Face to face presentation with supporting practical exercises during the course. Project Smart Pty Ltd is a PMI Registered Education Provider (REP).
<b>Course Materials</b>	Notes and exercises are provided.
<b>Special Requirements</b>	Participants should bring a portable computer with MS-Project® installed. The version of the software is not critical but is expected to be 2010 or later.
<b>Hours/PDU Information</b>	The 7 hours of course effort can contribute to qualifying for Project Management Institute (PMI)® credentials or as 7 Technical Professional Development Units (PDUs) in maintaining a credential.