

Effective Scheduling

Purpose	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>).
Duration	One day.
Intended Audience	This course is intended for project coordinators and administrators, team leaders and project managers who need to plan and control projects using MS-Project®.
Learning outcomes	<p>At the completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Set up a template, or templates, for MS-Project® to increase productivity and efficiency, including customizing views and tables, • Trace scope items to schedule items to improve traceability and communication, • Relate all the <i>PMBOK® Guide</i> Time Management processes to the functionality provided by MS-Project®, • Focus on key planning functionality provided by MS-Project® including features that are useful but not well documented or known, • Focus on the key controlling functionality provided by MS-Project® by setting a baseline and tracking progress.
Learning environment	Face to face presentation with supporting practical exercises during the course.
Course Materials	Notes and exercises are provided.
Special Requirements	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.
Hours/PDU Information	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.