

Project and Portfolio Management Training

WHY INTEGENT

Simple: We teach it better

Integent delivers high-value project management coaching, guidance and training to leading organizations and their project managers.



Benefits of INTEGENT Training:
Powerful and Practical



BENEFITS

Powerful (and practical) benefits of Integent training

Unlike many other project management training providers, Integent's project and portfolio management training solutions are practical. As a result, our clients realize measurable performance improvement and greater project success related to on-time completions and managing budget constraints. Integent provides our clients with the following unique value propositions.



Focus on Results

Students are able to apply what they learn in our courses immediately. This shortens the time-to-value for our customers and drives measurable performance improvement.



Earn PDUs From PMI

Integent is a Global Registered Education Provider for the Project Management Institute (PMI) and authorized to issue Professional Development Units (PDUs) for credit toward meeting the Continuing Certification Requirements related to PMP certification. All Integent project management courses are aligned with PMI.

Highly Experienced and Certified Project Management Practitioners

Many of our instructors are Project Management Professionals (PMPs), have passed multiple Microsoft Project & Project Server exam certifications, and have a minimum of 10 years in the project management arena.



True Integration of Best Practices and Tools

Integent is the only provider that integrates Microsoft Project training into every applicable training course, so you leave the classroom with usable knowledge and skill. Integent's practical integration of best practice processes and tools in the curriculum and delivery of every training course shortens the time-to-value of our training programs.



Student Centered Learning

Integent's courses are highly practical and interactive, and encourage active student participation via hands-on exercises, case studies, group presentations, and daily evaluations. We combine teaching our in-depth content with facilitated classroom discussion to provide students with the opportunity to share their unique experiences and knowledge, which ensures maximum absorption of new concepts and techniques.

Microsoft Project 2013 & 2016 for Project Managers (1 of 2)

Course Number: MP200

Fee: Contact Integent

Duration: 2 days

This course provides practical, hands-on experience in the creation, management, tracking and reporting of project schedules using Microsoft Project. We cover many aspects of the tool from project creation, to using baselines, to project launch and tracking.

After this course, students will have a solid understanding of the processes of project scheduling and control, and be able to implement those processes in Microsoft Project. The course includes both lecture and hands-on exercises.

Prerequisites

Familiarity with Microsoft Office programs and basic project management principles helpful.

Audience

program managers, project managers, project planners, project schedulers and any individuals or teams that need to create, maintain, and track project schedules in Microsoft Project

Topics

Project Management Overview

- What is a Project?
- Understanding the Project Management Process

Project Overview

- Introducing a New Start Experience
- Introducing the Global.mpt File
- Understanding the User Interface
- Understanding the Ribbon
- Customizing the User Interface
- Accessing and Using the Backstage
- Navigating in Project
- Understanding the Planning Wizard
- Understanding Gantt Chart Symbols
- Creating a Three-Tiered Timescale

Inside Project

- Understanding Views
- Understanding Tables
- Understanding Filters
- Understanding Groups

Project Definition

- Creating a New Project
- Defining a New Project
- Set Project Options

Project Task Planning

- Understanding the Task Planning Process
- Understanding Change Highlighting
- Using Basic Task Planning Skills
- Creating the Work Breakdown Structure (WBS)
- Creating Milestones
- Using Task Dependencies
- Setting Task Constraints and Deadline Dates
- Assigning Task Calendars
- Understanding Duration-Based and Effort-Based Planning
- Using the Task Inspector to Determine Task Drivers Viewing the Task Path for a Task
- Creating Recurring Tasks
- Planning for Known Fixed Costs

Project Resource Planning

- Defining Project Resources
- Creating Work Resources
- Entering Custom Resource Information
- Creating Generic Resources
- Creating Material Resources
- Creating Cost Resources
- Sorting Resources in the Resource Sheet View
- Inserting New Resources in the Resource Sheet View
- Setting Up and Using Lync Integration

Project Assignment Planning

- Understanding Assignments
- Assigning Resources to Tasks
- Using the Task Entry View
- Using the Assign Resources Dialog
- Understanding the Duration Equation
- Setting the Cost Rate Table
- Assigning Material Resources
- Assigning Cost Resources
- Using Effort Driven Scheduling
- Replacing Resources Assigned to Tasks
- Understanding Resource Overallocation
- Leveling Overallocated Resources
- Leveling Overallocations Using the Resource Usage View
- Leveling Resource Overallocations in the Team Planner View
- Leveling Resource Overallocations in a Task View

Project Execution

- Understanding the Execution Process
- Viewing the Critical Path
- Working with Project Baselines
- Tracking Project Progress
- Rescheduling Uncompleted Work
- Rescheduling a Task
- Setting Tasks to Inactive
- Using the Sync with SharePoint Tasks List Feature

TECHNICAL CURRICULUM

Microsoft Project 2013 & 2016 for Project Managers (2 of 2)

Course Number: MP200

Fee: **Contact Integent**

Duration: **2 days**



Topics

Variance Analysis, Plan Revision, and Change Control

- Understanding Variance
- Analyzing Project Variance
- Analyzing Date Variance
- Understanding Custom Views
- Creating a New Custom View
- Creating a Combination View
- Using the Organizer
- Revising a Project Plan
- Using a Change Control Process
- Updating the Project Baseline
- Viewing Multiple Baselines

Basic Project Reporting

- Reporting in Project
- Using Enhanced Copy and Paste
- Using the Timeline View

Advanced Project Reporting

- Understanding the New Reports
- Customizing an Existing Report
- Creating a New Report
- Printing a Report
- Sharing a Report with another Office Application
- Managing Reports
- Using Visual Reports
- Creating Visual Report Templates