

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.

Real-World Knowledge

Integent's instructors are also consultants with many years of experience in the field of project management. Throughout the years they have helped customers from many different verticals overcome the challenges of managing projects successfully. Our instructors bring this real-world experience to every classroom, benefiting students tremendously.

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.

TECHNICAL CURRICULUM

Introduction to Microsoft Project

Course Number: MP100

Fee: Contact Integent

Duration: 6 hours

Want to learn the essential skills of the Microsoft Project scheduling engine without attending multiple days of training? Or are you looking for a short refresher on the key functionality of the product? In this 4-hour course you'll learn some of the key skills required to start your plan, build a task list, set up resources, and much more.

Through lecture, demonstrations, and hands-on exercises, you'll learn techniques such as starting a new plan, entering task work and duration, creating milestone tasks, setting up and assigning resources, using baselines and tracking progress. Real-world scenarios will solidify your understanding of different scheduling situations and how to handle them.

This course is specifically designed to instruct you on the use of the technology, as well as best-practice schedule development. The course is also a great way to jump-start your skills when they have ceased to progress.

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

Start a new plan

- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Saving your project

Build a task list

- Entering task names
- Enter task work and duration
- Enter milestone tasks
- Create summary tasks to outline the plan
- Task scheduling: Manual vs. Automatic
- Create task dependencies
- Document task information

Set up resources

- Enter work resource names
- Enter the maximum capacity for work resources
- Enter work resource pay rates
- Adjust working time in a resource calendar
- Set up cost resources

Assign resources to tasks

- Assign work resources to tasks
- Control work when adding or removing resources

Track progress

- Save a baseline of your plan
- Track a plan as scheduled through a specific date
- Enter a task's completion percentage
- Enter actual values for tasks