

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.

Microsoft Project for Project Managers

Course Number: MP102

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 2016. 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

Getting Started with Microsoft Project

- New Features of Microsoft Project
- The Project Interface
- Working with Views
- Using Reports
- Modifying the Quick Access Toolbar

Defining the Project

- Create a project and set the start date
- Insert the project summary task
- Set the default task mode
- Setting project options
- The project calendar

Tasks Planning

- Creating a Work Breakdown Structure
- Entering Tasks
- Summary Tasks
- Milestones Tasks
- Adding notes to a task
- Creating Dependencies
- Using lags and leads
- Applying constraints and deadlines
- Understanding task types
- Inactivating tasks
- Assigning a Task Calendar
- Entering Work and Duration Estimates
- Recurring Tasks
- Adding Tasks to the Timeline
- Check a plan's Duration and Finish Date

Project Resource Planning

- Resource Types
- Creating Work Resources
- Max Units
- Resource Pay Rates
- Adjust a resource working time
- Material Resources
- Cost Resources
- Document resources

Project Assignment Planning

- Assigning work resources
- Assigning Costs to resources

- Resolving Resource conflicts
- Work contours
- Resource Levelling

Project Execution

- Analyzing the Critical Path
- Optimizing the project plan
- Baselining the project
- Setting the Status Date
- Updating Percent Complete
- Updating Actual Work
- Rescheduling Incomplete work

Variance Analysis

- Analyzing Project variance
- Revising the project plan
- Rebaselining the project

Reporting in Project

- Creating reports in Project Professional
- Creating a Dashboard Report
- Creating a Visual Report
- Printing Project Data
- Saving Project Data in other formats

Advanced topics in Microsoft Project

- Creating custom fields and lookup tables
- Applying formulas
- Creating custom tables and views
- Formatting views
- Using the Organizer to copy fields, tables and views
- Shared resource pools
- Managing Master projects
- Creating Dependencies across projects
- Creating a shared resource pool