



Project Management Principles using Microsoft Project Software

4 Days

Training Description:

The main purpose for this course is to teach the student the critical principles of Project Management (Work Breakdown Structure, Gantt Charts, Critical Path Method, Milestones, Resource Planning and other key principles). The other key to the class will be to learn the basics of Microsoft Project Software and be able to create Gantt Charts in Microsoft Project Software. Project Management is critical to all companies to drive projects to a completion with all the tasks, dates and resources to get to a completion date with an understanding on how to manage the critical path and how changing dates on the baseline schedule effects the overall completion date.

Training Objective:

This 4 day Project Management class will teach students the Fundamentals of Project Management and teach the student on how to use Microsoft Project software to create an Electronic Gantt Chart in Microsoft Project. This course is intended to give the student the basics of Project Management and if the student becomes interested in Project Management, a roadmap will be laid out to how to become certified in Project Management (PMP) which requires additional training.

Skill Attainment:

The student will learn the fundamentals of Project Management and some of the basics in Microsoft Project Software to create Gantt charts. The following topics will be taught during the class:

- Introduction to Project Management
- Key Concepts in Project Management- Project Scope, WBS, Gantt Charts, Critical Path
- Work Breakdown Structure (WBS)
- Scheduling Tasks and Resources
- Critical Path Method
- Gantt Charts
- Introduction to Microsoft Project Software
- Basics of Microsoft Project
- Hands on Exercises using Microsoft Project
- Creating Gantt Charts in Microsoft Project
- Setting a Baseline Schedule
- Basics of Risk Mitigation
- A Road Map to becoming a PMP certified