

# Microsoft Project Fast Track



## course factsheet

duration	One day
availability	Company course listing Public course schedule Project Learning+
course overview	<p>An intensive and thought-provoking workshop discussing real-world Microsoft Project skills.</p> <ul style="list-style-type: none"><li>• A comprehensive assessment quiz tests Microsoft Project knowledge.</li><li>• Interactive discussions explain tools and techniques.</li><li>• Challenging exercises let you test your skills and abilities.</li><li>• Thought-provoking scenarios teach you how project information can best be interpreted.</li></ul>
designed for	<p>Microsoft Project users, wanting a fast and effective way to learn best-practice tools and techniques.</p> <p>Supports the following Microsoft Project versions:</p> <ul style="list-style-type: none"><li>• Project 2010 Standard and Professional</li><li>• Office Project 2007/2003/2002 Standard and Professional</li></ul>
prerequisites	<p>Day-to-day Windows™ expertise is required, along with a general working knowledge of Microsoft Project. Use of Project Mentor would be recommended prior to attending this workshop.</p>
follow on learning	<p>To expand upon the competences developed, the following should be considered:</p> <ul style="list-style-type: none"><li>• Project Surgeries</li></ul>

project solutions that make a difference

## workshop objectives

### Determine what you already know

So - you think you know Microsoft Project? This introductory quiz is there to help you assess your Microsoft Project knowledge, so you can adequately prepare yourself for what you need to learn. Comprising twenty questions taken from our acclaimed Project Mentor CBT system, you will be tested across a wide cross-section of Microsoft Project knowledge areas.

You'll go through this quiz again at the end of the workshop - and answers will be discussed in detail. What to do and how to do it.

### Microsoft Project best practices

Using real-world experiences gained with training thousands of Microsoft Project users, you will be introduced to the most effective ways to plan and manage real-world projects. Detailed demonstrations will show you the best ways to achieve the tasks you currently perform, together with many techniques and processes you may well be unaware of.

### Exercise labs

Taken from our experience in creating exam content for Microsoft's Office Specialist qualification, several detailed labs allow you to test your skills and abilities. Real-world project scenarios are used so you can apply tools and techniques to your own projects. Expert advice from your course facilitator will always be on hand.

## sample agenda

Use 20 thought-provoking questions to test your knowledge and structure your learning.

Content:

- Starting on the right track
- Create and manage task lists
- Create effective schedules by linking tasks
- Adding durations and creating links - how (and how not) to do it
- Using a critical path to your advantage
- Add resources to make a workable schedule - best (and not so-best) practices
- Constrain tasks to match real-world influences
- Optimising resources and managing resource conflicts
- How to keep a project on track

Work through challenging labs at your own pace.

### **Interpretation scenarios**

A key skill in using Microsoft Project is interpreting the wealth of information that it provides. These in-depth and stimulating exercises will stretch your boundaries - allowing you to make better-informed and more accurate decisions about a project's key performance indicators.

Interpret Microsoft Project's data more effectively - and understand more about the performance of your projects.

### **Confirm what you knew and evaluate what you've learned**

During this workshop you'll have learned new techniques, skills and knowledge. Work through your quiz questions again and determine just what you've gained.

Review your question responses and discuss answers with your course facilitator and fellow delegates.



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