

Microsoft Project Tips and Tricks Learning Sessions

Do you use Microsoft Project but just aren't as productive as you know you could be? Would you invest 2 hours of your time to learn some quick and simple tips that will allow you to get more done while spending less time?

As a special benefit for Microsoft Enterprise Customers, Microsoft has engaged Project & Portfolio Management (PPM) Competency partner, BlumShapiro, to deliver a day of no-cost Microsoft Project Tips & Tricks learning sessions to your organization. These sessions are intended to provide attendees with useful tips and techniques for:

- ✓ Navigating the Microsoft Project user interface
- ✓ Using the tool more efficiently
- ✓ Being more productive

Led by a Microsoft Certified Technology Specialist, this will be a hands-on, interactive experience and session attendees are highly encouraged to bring their laptop loaded with Microsoft Project. To accommodate your organization's diverse user experience levels, training will consist of both a 2-hour "Basic" session followed by a 2-hour "Intermediate" session. Project Management Professional (PMP®) certification holders are eligible to claim PDUs for attending either/both sessions.

Who Should Attend

These sessions are intended for novice project schedulers and managers as well as experienced users of previous versions of Microsoft Project. Anyone responsible for creating project task lists, schedules, budgets, resource lists and project progress reports would benefit from attending either session. Although not required, it is helpful for students to have hands-on project management experience or a general understanding of project management principles.

Sessions Include

- ✓ Experienced Microsoft Certified Technology Specialist (MCTS) and certified Project Management Professional (PMP®) Instructors
- ✓ Student handouts of the slides used during the sessions, with room for note taking.

Duration

Training is typically comprised of one 2-hour Basic and one 2-hour Intermediate training sessions, but this will be tailored based on your organization's needs.



Microsoft Project BASIC Tips & Tricks Topics include:

- ✓ Entering Project Information
- ✓ Task Planning, WBS and Milestones
- ✓ Dependencies, Leads and Lags
- ✓ Constraints and Deadlines
- ✓ Setting-Up Resources
- ✓ Effort/Work
- ✓ Applying Filters & Groups
- ✓ Using the Timeline View

Microsoft Project INTERMEDIATE Tips & Tricks Topics include:

- ✓ Viewing the Critical Path
- ✓ Baselining the Project
- ✓ Resource Leveling
- ✓ Customizing Task Views
- ✓ New and Improved Reports
- ✓ Integration with Microsoft SharePoint

For more information please contact Darwyn Azzinaro at 860.570.6354 or dazzinaro@imagineblum.com.