

# Project Management Using MS Project

 Laboratory course  Top pick

**DURATION**  
**2 DAYS**

**REGULAR FEE**  
**800 \$**

**PREFERENTIAL FEE**  
**700 \$**

## Objectives

To provide the knowledge and skills required to use the main features of Microsoft Project for the purpose of managing projects in information technology or any other field.

## Targeted audience

Project coordinators (PM1); HR and training positions; finance, purchasing, marketing and sales positions; consultants, department heads, managers, engineers, accountants and administrative staff.

## Prerequisite

Knowledge of Windows.

## Content

- Microsoft Project features
- Defining and planning tasks
- Linking tasks to activities: different types of interdependence, prerequisites and delays, multiple links
- Constraint dates
- Defining, assigning and managing resources
- Critical path
- Monitoring progress: registering the initial plan, and update techniques
- Performing budget analysis and cost control
- Optimizing the project plan
- Analyzing results: using tables and filters, posting information
- Producing management reports

## General Note

Note: Courses given using Project 2016 and 2019 also cover the functionalities available in Project 2010 and 2013. Project 2003 or 2007 versions of this course are available upon request.

## Select the training date\*

Montreal	March 2 to March 3 2020
Quebec City	March 4 to March 5 2020
Gatineau	April 6 to April 7 2020
Montreal	April 23 to April 24 2020
Quebec City	April 27 to April 28 2020
Montreal	June 1 to June 2 2020
Montreal	June 15 to June 16 2020
Montreal	July 13 to July 14 2020
Montreal	August 25 to August 26 2020
Quebec City	September 9 to September 10 2020
Gatineau	September 14 to September 15 2020
Montreal	October 5 to October 6 2020
Quebec City	October 26 to October 27 2020
Montreal	November 24 to November 25 2020
Montreal	November 26 to November 27 2020

## Accreditation and partners association



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

**12 PDU**

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