

## **CPS 701 Project Manager – Standard**

### **Course Summary:**

Successful completion of this course will enable delegates to more fully understand the capabilities of Microsoft Office Project 2007 Standard/Professional and be able to apply these to enhance their own projects.

The course will cover these essential topics, enabling the delegate to understand:

- Getting to know Microsoft Office Project 2007
- Views
- Getting started (Creating the project plan)
- Developing the schedule (Tasks)
- Creating a logical sequence (Dependencies & Constraints)
- Work equation (Task Types)
- Resources
- Tracking
- Updating the Plan
- Printing reports and Output
- Customizing and Making the most of the Environment

### **Delegate Profile**

Aimed at the Project Manager, Line Manager, Team Leader or Planner who needs to create and manage plans and resources using Microsoft Project.

### **What are the Pre-requisites?**

A prerequisite understanding of planning concepts and processes is required. Experience at using Microsoft Office tools would be beneficial.

### **What you will learn**

At the end of the class the delegate will be able to develop structured, logically linked, resourced plans and monitor them using baseline and tracking techniques.

<b>Course Code</b>	<b>Course Dates</b>	<b>Times</b>	<b>Length of Course</b>	<b>Venue</b>
CPS 701	Call or view online	9.30 – 4.30pm	1 Day	

### **Do I need to bring anything?**

Note taking materials will be provided.

### **Progression – what can I do in the same topic or associated area after this course?**

CPS 702 An advanced Microsoft Project training course designed to familiarize delegates with Microsoft Project's more advanced functions. CPS 703 This course will enable Project Managers to use Microsoft Project Professional 2007 effectively with Project Server.

**For more information visit [www.cpstraining.co.uk](http://www.cpstraining.co.uk) or call 01628 895600**

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