Advanced Scheduling Workshop

Overview	This course provides participants with an interactive practical hands-on workshop focused on improving your scheduling skills. This is not a traditional computer based training course, but a workshop built on discussions concerning project experiences and how the software can satisfy your scheduling and stakeholder needs.
Duration	2-days
Audience	Everyone involved in scheduling project tasks with access to Microsoft Project® including project and program managers, schedulers, sponsors and key stakeholders – indeed anyone with an interest in keeping the schedule on track! You will need some basic Microsoft Project® skills before you attend.
Content	Upon successful completion of the Microsoft Project® Advanced Workshop participants will know how to: • Apply proven methods and techniques to better manage your schedules • Customize the application to suit your project requirements • Use Microsoft Project® to manage multiple projects and programs • Techniques to leverage repeatable projects and create efficiencies • Develop standard templates • Produce tailored reports to meet your stakeholders needs • Implement effective communication techniques • Use PMBOK® estimating techniques • Apply principles to highlight key deliverables and milestones • Manage resource allocation • Monitor and control your schedules • Manage variations from your baseline • Identify slippages and reforecast • Manage budgets, work effort and risks • Import and export data • Apply street-wise and easy to use techniques
Approach	This is a discussion based workshop focusing on real-life project and program requirements and issues. You will see how Microsoft Project® can assist you to manage your project schedules and outcomes effectively. It is a facilitator led workshop using simple exercises and checklists, ensuring key skills are easily transferred back at the office. Angela Chellas has 20 years of practical project management experience including many years as a Master Scheduler. She will share her experiences – what works and what doesn't!

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Materials Included	• Training manual including hands-on exercises • Templates to populate • Conversion tool • 10-point checklist
What To Bring	Bring your laptop with any version of Microsoft Project® installed
In Short…	This is not just a Microsoft Project® course! It's a collection of tips, tricks and techniques to help you get a better understanding of schedule management and how the software can assist you to manage a successful project. It's fun, it's interactive and provides a wealth of useful techniques to use on your projects.

"The trainer was very effective in keeping the participants engaged and interested in the topic. The pace is very good and the depth of the discussions allowed people to understand the concepts, expectations and best practices." - Participant feedback in Bangalore

"The instructor was very lively and we had a very interactive session." - Participant feedback in New Zealand

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