

Microsoft Project® Advanced Workshop

Overview	This course is designed to provide participants, who have some experience in Microsoft Project®, with all the necessary tools and techniques required to run simple as well as large, complex projects and programs of work. This is a practical hands-on workshop focused on improving your basic scheduling skills while demonstrating the more advanced features of the software.
Duration	1-day
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: <ul style="list-style-type: none"> • Use simple, best practice techniques to improve your schedule • Develop standard templates • Implement estimating techniques • Manage multiple projects and programs • Create resource pools • Customize the application • Produce tailored reports • Manage variations from your baseline • Apply Earned Value techniques • Import and export data
Approach	Since participants will be bringing their own scheduling experiences to the workshop, the facilitator will ensure the material is tailored to meet each individual’s needs. The core principles will be covered as well as the advanced features; however specific issues and needs will be addressed during the day. Participants are encouraged to bring along any Microsoft Project® files they would like to discuss or need assistance with. 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!



Materials Included	<ul style="list-style-type: none">• 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 course will provide users of Microsoft Project® with the essential tools to effectively manage any schedule no matter how simple or complex. The street-wise techniques taught will help you become a guru scheduler!

“The material is well organised and the presenter was very knowledgeable.” -
Participant feedback in Sydney

“Angie was engaging and motivational. She provided examples from her own work experiences which helped enhance the material. Brilliant course!” - Participant
feedback in Newcastle

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