TRAIN THE TRAINER: PROJECT MASTERCLASS

Duration: 5 Days
Course Code: ITM06
Course Price: £2475

Course Requirements:

PCS strongly recommend that the delegate needs to have attended all 4 levels of the Project courses at Pringle PCS or at least have the high standard working knowledge.

Benefits From Attending The Training:

This course will give you all the Skills, Tools and Documentation to become an Advanced Microsoft Project Trainer.

Once untaken this course you will have skills, knowledge and confidence to be able teach to the highest level, instead of paying an outgoing cost to sub-contractors trainers save your company money and increase performance within you team.

- Presentation Skills
- Problem Delegates
- Learning and training techniques
- Every Course has 2 days of training material with exercises and workshops
- Differences Between Versions: 97 | 2000 | 2003 | 2007 | 2010 | 2013 | 2016 | 365
- Trainer Support

Training Aids:

- PowerPoint Slides
- Exercise Files
- Delegate Manual
- Trainer Manual
- Quizzes
- Training Planner and Est times

Course Content:

Introduction Part 1

- Program & Screen Layout (Terminology / Toolbars / Shortcuts / Navigation / Project Summary)
- Project Wizards (Setup & Project Rules)
- Views (Gantt Chart / Tracking Gantt / View Bar)
- Formatting a Gantt Chart (Text Styles / Gridlines / Layout / Timescale)
- Basic Project Planning (Plan & Track with Baseline)
- Printing (Preview / Page Setup / Printing)
- Basic Customising (Adding Notes / Labels / Critical Path)

Introduction Part 2

- Set Up Project (Project Information - Tools Options / Change Working Time)
- Project Wizards (Setup & Project Rules / Company Templates / Creating Calendars)
- Views in Project (Gantt Chart / Calendar / Network Chart / Tracking Gantt / Resource Sheet)
- Creating Tasks (Task With & Without Constraints / Lag & Lead / Task Dependencies)
- Network Diagram (Pros & Cons / Creating & Customising)
- Basic Resources (Assigning More Than One Resource To A Task / Effort Driven)
- Tracking A Project (Adding & Removing Baseline / Comparing Actual With Planned)
- Inserting (Recurring Tasks & Projects)
- Printing (Preview / Page Setup / Printing)
- Filtering (Task Complete & Uncompleted / Resource Using)

Intermediate

- Setting A Company Template
- Problems & Bugs Within Project (Adjusting Work & Non- Working time / Adjusting Effort)
- Resources (Assigning & Removing / Tracking With Resources)
- Using Work & Materials
- Task Usage & Resource Usage
- Multiple Projects & Resource Pool

Advanced

- Working With Budgets
- Customising Fields (Duration / Text / Resources / Assigning / Cost / Graphical Indicators)
- Project Costs (Recourse Cost / Task Cost)
- Reports
- Importing & Exporting

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals