Microsoft Project

One day Project Scheduling workshop using Microsoft Project

Microsoft Project is the popular project planning package designed to assist you in creating, maintaining and tracking your plans.

This hands-on workshop focuses on completing a full project life cycle and takes you through planning and then into the areas of tracking progress and responding to variance, where Project's feature set really shines.

This training has been designed to lead you step by step through all the tasks you're most likely to want to perform with Project Professional.

Version: MS Project Professional 2013
Date:28.10.2017 (Saturday)
Time :9 AM to 5 PM
Venue:KITCO Ltd., P.B. 4407, Puthiya Road, Vennala, Kochi-682 028
Registrations: Limited to 20
Fees Particulars & Mode of Payment:

Rs**.** 2000/- per participant & GST @ 18% (Rs. 2360/-)

Payable by Neft/Cheque/DD only drawn against KITCO Ltd., Online payments can be made through NEFT-IFSC Code: BKID0008501, **A/c No:**850127100002504, Bank of India, M.G. Road Branch, Ernakulam

*fee includes refreshments and buffet lunch at the venue.

Target Audience:

Everyone involved in project planning, execution and control with access to Microsoft Project including project and program managers, planers/schedulers, business analysts, functional implementer and end users - indeed anyone with an interest in keeping the project on track!

What to bring: Please bring a laptop with Microsoft Project (preferably version 2013) installed.

What will be covered?
Basics
a. Creating the schedule
b. Managing tasks and milestones
c. Dependency and constraints
d. Assigning resources
e. Calendars
f. Adjusting and optimizing schedule
g. Critical path
h. Project baselines
i. Track progress

Advanced
a. Multiple views
b. Resource pool
c. Resource levelling
d. Manage calendars
e. Integrating subprojects
f. Advanced formatting
g. Reports

PMP CERTIFIED PROFESSIONALS CAN CLAIM 8 PDUS
Forfurther details, please contact: Ms. Gils K. Jose, 0484 – 4129000/9447155865, Email: gilskjose@kitco.in

About the trainer:
Mr. SanthoshUdayanan, Associate Director with one of the Big4s, leads IT Program and Project Management competency across India centers and leads Quality Assessment & Consulting for infrastructure programs and projects globally. Prior to this, he worked with global leader in Aviation IT solutions, managed complex and large scale program delivery with globally distributed teams, and as Chief Delivery Officer headed captive unit of industry leader in M2M automation. With over 18 years of IT experience, Santhosh has performed multiple senior roles in PM Competency Development, Delivery Management, Quality Assurance and ProcessExcellence.

Santhosh was former Director and Vice President of PMI Kerala chapter. He is also a life time member of All India Management Association and member of Institution of Engineers (India). He holds a Bachelor Degree (B Tech) in Mechanical Engineering and Masters (M Tech) in Quality Management. He is certified Master Black Belt, PMP and SAFe Practitioner.

Jointly Organised by :

PMI Trivandrum, Kerala Chapter
PROJECT MANAGEMENT INSTITUTE

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