

TOTAL SYSTEMS EDUCATION, LTD.

TSE019

PROJECT MENTORING WORKSHOP (*PM Applications and Microsoft Project*)



Course Description

In the project world, we all face different types of issues that must be managed and resolved. Some issues are bigger than others, so a little prioritization wouldn't be a bad thing. The issues we do nothing about tend to be the ones that kill projects, or at the very least wound them!

This special program was designed as a follow-up for those who have previously attended PROJECT PLANNING AND CONTROL (The Foundations of Project Management). Prior to the start of this workshop, a Total Systems instructor surveys participants on their in-house Project Management issues and their usage of Microsoft Project. The session is then tailored to address the issues identified.

This open forum enables the entire class to benefit from the experiences of their colleagues. In addition, participants have the opportunity to coach each other on ways they have dealt with similar issues (*Recommendations on what to do, and what not to do within their own in-house environment*).

Upon completion of the program, participants involved with PMI's Project Management Professional – PMP program, are awarded 7 PDUs or "Contact hours". Our R.E.P. code is 1270.

This complete day also includes a hands-on customization of Microsoft Project and how it best applies to the participants' world. Students will learn how to get what they truly need from the software. Some of the topics to be covered are:

- Managing full-time projects with a part-time staff.
- Identifying and resolving resource conflicts
- Customizing Microsoft project
 - ✓ Filters
 - ✓ Sorts
 - ✓ Groups
 - ✓ Customizing Tables, Reports, New Views and more...
- Formatting your project plan, reports and tables.
- Tracking the project (including resource work)
- Managing multiple projects (*sometimes sharing the same resources!*)
- Additional Features

Instructional methods for this one day program include pre-course interviews and custom preparation, lecture, discussion, questions and problem sessions, and extensive hands-on real world application exercises of Microsoft Project. Upon request, the hosting organization's internal PM standards and practices will be reviewed and included.

