

MANAGING PROJECTS USING MICROSOFT® PROJECT 2010

Leave this seminar equipped to use the powerful Microsoft Project tool!

Seminar #6550

Overview

At AMA's Microsoft Project seminar, you'll not only get intensive, hands-on training for using this popular project management software, but you'll also get expert instruction from an experienced and certified project manager on how to turn its powerful features into time-saving, stress-reducing, productivity-boosting benefits for your projects.

Schedule

- [2] days

- [2] days - **\$1,795** Non Members
- [2] days - **\$1,595** AMA Members
- [2] days - **\$1,366** GSA

Credits

1.2 CEU /12 PDU

Schedule

We have 5 scheduled sessions located nationwide starting between 5/31/2012 - 2/11/2013

Date	Location	Duration
May 31, 2012 - Jun 1, 2012	Chicago, IL	2 Days
Sep 6, 2012 - Sep 7, 2012	Atlanta, GA	2 Days
Oct 1, 2012 - Oct 2, 2012	Arlington/Washington DC, DC	2 Days
Nov 12, 2012 - Nov 13, 2012	Chicago, IL	2 Days
Feb 11, 2013 - Feb 12, 2013	San Francisco, CA	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Expand your ability to access the project planning capabilities of Microsoft Project
- See each technique demonstrated—and perform it yourself with your instructor’s help
- Practice using Microsoft Project on real-life process improvement, IT systems and product development projects
- Enhance your ability to continuously monitor and control your project using a dynamic schedule
- Walk away with templates you can customize and use immediately
- Return to work with a job aid and sample project cases
- Develop an integrated project plan including realistic scope, schedules, budgets and risks

What You Will Cover

- Examining the data structure: pros and cons
- Taking a “tour” of, and personalizing, your project file
- Effectively incorporating data such as work breakdown structure (WBS), tasks, relationships, durations, resources, costs and effort to build a solid project plan
- Producing a dynamic schedule vs. a static schedule
- Controlling and monitoring the project: entering actuals, measuring variance, and reporting progress
- Techniques for tracking and reporting project progress

Who Should Attend

Project Managers who understand the principles of project management or who have successfully completed a training program on project management basics who now want to learn to manage projects with a software tool. You should be proficient in the use of other Windows-based software before coming to this course.

Special Feature

Note: Bring a laptop loaded with Microsoft Project Standard or Professional 2010. (Please note this class will only use Microsoft Project 2010 and will not discuss earlier versions. The course leader uses Project Professional 2010, so there will be a slight difference in data/screen views if you use Project Standard 2010.)

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)