



Working Sm@rt with Microsoft Project™

Objective:

To effectively and accurately transfer Project Management Breakthroughs™ execution plans into MS Project™ software.

Through the use of common resource pools and external dependencies, along with detailed reporting and updating, manage the complexities of *multiple* projects more effectively and efficiently.

Who will benefit:

- Attendees of Project Management Breakthroughs™ who are responsible for monitoring the execution of a project and/or have multiple projects to administer

Time required:

1 day

Performance & Behavior; Knowledge & Learning Outcomes

At the completion of this unit, and with appropriate on-the-job coaching, participants will be able:

Performance & Behavior Outcomes	Knowledge & Learning Outcomes
To customize the software to best meet the needs for monitoring the project	<ul style="list-style-type: none">• Software setup• Gantt Chart view• Custom formats
To set up a Master Project List for managing multiple projects	<ul style="list-style-type: none">• Master Project List
To recognize the impact of external dependencies for managing multiple projects	<ul style="list-style-type: none">• External dependencies
To establish a resource pool for sharing between multiple projects and adjust for conflicts	<ul style="list-style-type: none">• Resource allocation• Resource sharing• Resolving resource conflicts
To transfer information from the Dependency Chart to the software	<ul style="list-style-type: none">• Data Input Process
To use the software's reporting system to produce reports of value	<ul style="list-style-type: none">• Standard reports• Custom reports
To keep track of progress on all projects under their control	<ul style="list-style-type: none">• Baseline• Updates
To set up workgroup features between MS Project™ and Microsoft Outlook™	<ul style="list-style-type: none">• Connecting Microsoft products

This workshop is scheduled normally in conjunction with a Project Management Breakthroughs (PMB) workshop.

Contact us at 865.675.5822 for the next opportunity. This workshop can also be conducted as an in-house workshop.

Priority Management of East Tennessee, Inc.

215 Center Park Drive - Suite 1600

Knoxville TN 37922

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