

Project Management using Microsoft PPM

Duration: 2 days

Audience: Chargé de projet

Who is this training for?

Project managers: beginners and intermediates who want to deepen their knowledge of project management using MS Project software (standard and PPM contexts).

Training objectives

- Create a project by following the logical steps to get a project off to a good start by following best practices
- Manage a project with the tool by following project management processes (capacity, resources, schedule monitoring, costs, etc.)
- Learn about the key features that are essential in project management, such as reports, views, and more
- Leverage Web features (Project Web App) to enable enterprise-level management (resource capacity, projects, etc.)

Summary

Do you have access to the full suite of Project with Microsoft PPM (PWA, Project Professional, etc.)?

This training is designed for you! Using only Microsoft Professional or Standard? This course is also for you! It will allow you to take advantage of all the features offered to the project manager or manager. You will be able to manage the capacity of your corporate resources, have visibility on all current and potential projects, choose your projects aligned with your business priorities, manage Sharepoint sites by project, have a lean project management structure with only Sharepoint tasks, etc. This training will allow you to tame and optimally use this simple but complete computerized tool to properly plan and ensure the monitoring and control of projects by linking it with good project management practices.

Course outline

- Project management principles
-

Use of Microsoft Project and Project Web App software

- Management of resources, tasks and costs
- Resource planning
- Resource capacity management at project and enterprise level (Project and Project Web App)
- Hierarchical structure and relationship between tasks (schedule)
- Visualization of filters, indicators and reports (Project and Project Web App)
- Layout, Printing and recording
- Control and follow-up of a project

Approach and methodology

Presentation, demonstration and coaching

Recommendations

This course is designed for Microsoft Project 2019 or later. To take full advantage of all the features and perform all the exercises, the Project Professional version is recommended. Participants with the Project Standard version will be able to take the training, but some advanced features may not be available in all exercises.

Accreditations

PMI: 14 Professional Development Units (PDUs)

Code for Recognition of Accreditation Units: 2665ZW8EDY

The activity is recognized by the **RBQ**.

Pre-approval number : **5881-0573-F001**