

Productiv_IT with Microsoft Project

Two Day

This workshop introduces participants to some basic concepts of project management, and presents the range of features available in Microsoft Project to assist in the management of a project. Attendees will learn how to efficiently plan, manage and optimise resources to achieve their project goals.

Microsoft Project is a two day workshop designed for beginners. This course aims to show the learner how to use Microsoft Project to help manage a large range of projects from small to large scale. This workshop is valuable to anyone who is required to use Microsoft Project to develop a schedule of activities for a project.

The Microsoft Project workshop focuses on making the most of complex office applications. Our IT training specialists teach you good work practices in order to achieve greater personal productivity using Microsoft Project. We take popular business problems and workshop ways to solve them in a motivating, non threatening manner.

You'll learn lots, improve your skills and have loads of fun along the way.

Workshop Modules
Key features of the MS Project interface
Using <i>help</i> in MS Project 2003
Creating new project files
Understanding the essentials of project management
Creating tasks in a project file
Entering various durations for tasks in a project
Creating relationships between tasks in a project
Creating a resource pool for a project
Effective use of resource assignment in a project
Assigning resources to tasks in a project
Resolving resource over allocation problems
Assigning materials in a project
Assigning costs in a project
Imposing constraints and deadlines on a project
Monitoring a project and tracking its progress
Printing various aspects of a project

Presenter

Adrian Sharp

Adrian Sharp is an IT Professional with over 30 years experience in the field of Information and Communication Technology. As a trainer Adrian has been designing and delivering IT courses for more than 15 years and has worked with companies such as SunRise Australia, PAXUS Consulting and Class Training.

Adrian approaches training with a wealth of practical knowledge and skill from his former IT roles in; Systems Analysis, Project Management, Team/Section Management and Consulting. With a Bachelor of Applied Science in IT and a Graduate Diploma in Education under his belt Adrian is an exciting and talented presenter. Adrian has conducted training in many of the Microsoft suite programs, including MS Office, MS Project and MS Visio.

Adrian has extended Acorn's range of Productiv_IT workshops based on his experience in the Microsoft suite of programs, including MS Excel, MS Word, MS PowerPoint, MS Project and MS Visio. Adrian believes that training people to be effective and productive users of office applications is very rewarding.

Testimonials

The MS Project Manual is very well written. It's a good resource to take away. – Eavan O'Brien, DEST

Adrian's training skills are the best I've seen. – Jac Carlin, DEH

Relevant to the issues currently I am working with. – Dr Ajoy Kar, Defence

Worthwhile from start to finish. – Blair Davidson, ATO

A well run course covering most of the Project aspects. Good venue and well catered for. Many thanks. – Mark Tankey, ATO

Enrolment Form - Productiv IT with Microsoft Project

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date:

Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$995 x _____ attendees = \$_____ \$895 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Address invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

Ph: 02 6217 7000

Fax: 02 6217 7001

ABN 34073999185

john@acorntraining.com.au