

Course 700

This two-day course provides hands-on training for contractors. It examines how to plan, schedule, control, and analyze projects.

Course Length: 2 days

Prerequisite: Working knowledge of Windows

At the completion of this course the student will be able to:

Create a project

Assign a calendar to a project

Add activities and relationships to a project

Organize a project using activity codes

Perform manual schedule calculations

Apply constraints to an activity

Modify activity information

Track progress on an activity

Create and customize layouts

Apply filters to a project

Customize the appearance of a project for reporting purposes

Import and export project data

Day One:

Introduction

Navigating

Creating a project and Work Breakdown Structure

Creating Activities

Creating Relationships

Scheduling the Project

Assigning Constraints to a Project

Day Two:

Assigning Constraints to a Project

Adding Resources to a Project

Optimizing the Project

Baselining the Project

Executing the Project

Creating Output

Customizing Projects

Hands on Workshops & Exercises:

Creating a project

Modify Calendars

Adding activities and activity codes

Defining activity codes

Creating relationships in an activity

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Modifying a project

Defining resources to a project

Assigning resources to an activity

Optimizing the schedule

Tracking project progress