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## **Advanced Project Success Techniques: Control Methods and Practices *with Microsoft Project®***

### **Target Audience:**

This program is primarily designed for project leaders, project managers, project office personnel, project management support resources, and schedule analysts for organizations undertaking large, complex projects or multiple project programs. The course will be of primary interest to individuals seeking to increase their knowledge and skills in the application of the YCA Project Success Method and Microsoft Project software tool in their workplace. The audience will be limited to no less than 10, and no more than fifteen participants per session.

### **Prerequisites:**

Participants *must* have completed the following YCA training programs:

- **The Project Success Method: A Proven Approach to Superior Project Performance**
- **Project Success Tool Kit Training with Microsoft Project 2000/2002/2003**

Our recommendation: participants should have attended both courses within the last two years.

### **Training Objectives and Major Topics:**

Upon completion of this training, participants will possess the knowledge/skills associated with Advanced Project Success Method process/techniques, along with advanced user skills in Microsoft Project 2000 and YCA's Advanced Utilities software, required to:

- Apply advanced scheduling techniques in both the project planning and control processes.
- Update and analyze project schedules in complex situations.
- Update and analyze project resource and cost information.
- Use project control metrics to determine project "health" and proactively diagnose negative trends.
- Evaluate the applicability and relative value of alternative approaches to communication and data collection in the project control process.
- Conduct more effective control meetings and prepare appropriate status communications.
- Refresh their knowledge and enthusiasm for Project Success Method principles and terminology.

### **Program Format:**

- Presentation/discussion of concepts with examples and exercises to reinforce learning.
- Hands-on use of Microsoft Project and YCA's Advanced Utilities for Microsoft Project on a case project of significant size and complexity.

### **Provided to Program Participants:**

- A complete course notebook is distributed, including step-by-step software user instructions.
- A complimentary copy of YCA's Advanced Tools for Microsoft Project is provided on compact disc. The software utility enhances the performance of the base Microsoft product including features not found in other commercially available products.

**Program Duration:** 1 day (9 hours, including midday lunch break)

**Program Cost:** \$850 per participant. Discounts available based on class location, participant volume, and/or multiple class commitments.