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## **Project Success Tool Kit Training**

### **Microsoft Project 2000/2002/2003/2007**

#### **Target Audience:**

This program is designed for prospective users of Microsoft Project 2000, 2002, 2003 and Project 2007 project management software. Completion of YCA's The Project Success Method training program and proficiency in Microsoft Windows are prerequisites for this training. The audience will be limited to a minimum of eight and no more than fifteen participants per session.

#### **Learning Objectives:**

Upon completion of this program, participants will be able to:

1. Understand the scope and potential applications of Microsoft Project software in the management of projects.
2. Know the deficiencies of the MS Project base software and obtain workarounds and replacement functionality for all issues.
3. Accomplish the following tasks:
  - Enter project, activity, precedence, resource, and cost data.
  - Obtain a completed project network, schedule, and critical path.
  - Analyze the schedule and compress project duration.
  - Sort/select project information and generate a project baseline report package.
  - Update schedule progress, analyze the impact, and prepare a project update report package.
  - Overview advanced features of Microsoft Project.
4. Understand the functionality and operation of the YCA Tools for Microsoft Project.
5. Understand the functionality and operation of PERT Chart EXPERT.
6. Use the Microsoft Project On-Line Tutorial and Reference Manual. Understand how to obtain answers to future questions regarding system usage.
7. Understand the differences between the MS Project 2000, 2002, 2003 and MS Project 2007 software.

#### **Provided to Class Participants:**

1. Complete course notebook, developed by YCA that utilizes the project planning and control techniques taught in YCA's The Project Success Method training program.
2. A compact disk containing:
  - All system settings, reports, and layouts used in the course.
  - YCA's Tools for MS Project 2000/2002/2003/2007, a proprietary utility program providing enhanced input, processing, and reporting functionality.
  - PERT Chart EXPERT a proprietary network drawing tool from Critical Tools, Inc.

**Program Duration:** 1 day

**Program Cost:** \$750 per participant; discounts available based on number of participants, training location, instructor availability, and multiple class commitments.