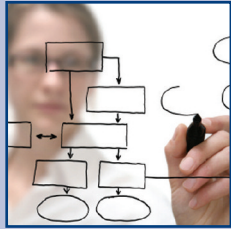




## Improved Resource Management

*For a clearer view?...*



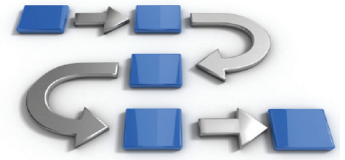
**PROJECT PLAN SERVICES** are one of the UK's most dynamic corporate portfolio, programme and project management specialists.

With years of experience, PPS Project Plan Services have taken its unique style of project consultancy into the workplace, enabling corporate clients of all sizes to optimize their planning infrastructure and deliver clear benefits.

From the early stages of project initiation through to the complexities of project planning, execution and finally closure, PPS Project Plan Services prides itself on talking your language guaranteeing smooth project consultancy with the minimum of fuss.

To see how you and your company can benefit from PPS Project Plan Services call us on 0113 804 2842 to arrange a personal, no obligation and free consultation.

## Integrated Programme Planning



Microsoft PartnerNetwork<sup>™</sup>  
Silver Project and Portfolio Management

*We have made significant improvement to our project performance with the assistance of the knowledgeable and capable PPS team*

Marcus Orton, Xiros Plc Innovations Director.

## Microsoft Project 2010 - Managing Projects Workshop

### Duration: 1 Day

The workshop is designed for project managers and planners who have developed project plans and wish to monitor progress and resolve issues arising during the progress of the project. It follows on from our Planning Projects workshop

### Pre-requisites

Delegates should have experience of using Microsoft Project and an understanding of Project Management methodology

### Objectives

Attendance on this course will enable delegates to:

- Track and control project progress
- Use best practice rescheduling techniques
- Understand and use Project's monitoring features
- Communicate on projects using a wide range of options
- Understand the basics of multi-project management

### Format

The course will be delivered with interactive sessions, demonstrations and exercises by Project Plan Services trainers who have proven industry experience of using MS Office Project to help deliver real business change projects and programmes

### Content

- **Review** - A brief review of the development of a project plan up to the creation of an agreed baseline
- **Project tracking** - Working with baselines and interim plans; entering actual times, work and costs; using views that focus on tracking
- **Rescheduling** - Loading changes and slippage into a project; techniques for resolving problems which occur when a task slips; how Project handles scheduling problems
- **Communicating progress** - Formatting, printing and reporting project progress; customising Project's reports and views to show slippage
- **Other monitoring features in Project** - Status date indicators; progress lines; earned value reporting; useful fields for tracking and rescheduling
- **An introduction to multiple-project management** - Container projects and resource pools

### Where are the courses held?

Our courses are run all year round in the following cities - Leeds, Manchester and London. Alternatively if you would like our experienced instructors to deliver a course at your workplace for your team then call us to discuss your requirements and we will be glad to help.

**To Book:** Review our current course schedule online at [www.projectplanservices.co.uk/training/schedule](http://www.projectplanservices.co.uk/training/schedule) and to make a booking use the booking form or call us on 0113 804 2842 to discuss your requirements with our team. For further information you can email [enquiry@projectplanservices.co.uk](mailto:enquiry@projectplanservices.co.uk)