

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.

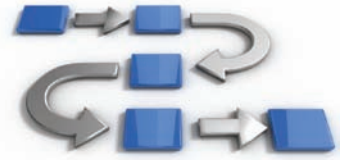
From the early stages of project initiation through to the complexities of project planning, execution and finally closure, PPS Project Plan Services prides itself on talking your language guaranteeing smooth project consultancy with the minimum of fuss.

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.



**Improved
Resource
Management**

**Integrated
Programme
Planning**



Microsoft Partner Network
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 - Planning Projects Workshop

Duration: 1 Day

This workshop is aimed at new or existing users who want to gain a clear understanding of the use of Microsoft Project

Pre-requisites

It is advisable that delegates are regular users of one or more Windows programs, ideally Excel or Word

Objectives

Attendance on this course will enable delegates to:

- Understand the basics of Project Management methodology
- Create realistic schedules quickly and easily
- Understand Project's main facilities, i.e. views, tables, outlining and linking
- Plan with financial, time and resource constraints on projects
- Publish project information

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

Topics

- What is a project
- The Project screen and interface
- Manual and automatic scheduling
- The task list
- Work breakdown structures
- The critical path
- Date and calendar issues
- Resource allocation
- Working within budget
- Working with deadlines
- Working with limited resources
- Ways of viewing projects
- Publishing project information
- Printing tips and tricks

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 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