

# MS

## Project – Planning & Managing Projects



#project

2

Tage

14

PDUs<sup>1</sup>

16

QHs<sup>2</sup>

E56

Webcode

This training is only available as in-house training.

Having software support for your work makes project management much easier. In this training you will learn how to plan, support and manage the schedule, resources and costs of a project with tried and tested project management tools and MS Project. You will get to know the strengths and limits of MS Project, and how to use the available features as efficiently, and with as much impact, as possible. To round off the training, you will learn how to configure the software to your individual needs.

### What you will learn

- > Using the MS Project software
- > Configuring MS Project according to your individual needs
- > Optimal use of project management tools and methods within MS Projects
- > Planning the scope of a project
- > Planning time lines and schedules
- > Resource and cost planning
- > Project controlling
- > Introduction to specific MS Project functionality
- > Generating acceptance for the use of MS Project
- > Preparing project information for different target groups
- > Tips and tricks for the use of MS Project in everyday work

### Cooperation partners:



Microsoft

**Microsoft**

next level solutions develops and implements project management tools based on MS Office and trains MS Project.

[www.microsoft.com/en-gb/](http://www.microsoft.com/en-gb/)

### Dates:

### Fine print:

You can read the general terms and conditions for the inter-company events of the next level academy here:

[www.nextlevelconsulting.com/en/our-services/training-and-development/general-terms-and-conditions/](http://www.nextlevelconsulting.com/en/our-services/training-and-development/general-terms-and-conditions/)

→ *Any questions?*

We look forward to hearing from you.

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