



Mastering Microsoft Project 2016

Course Description

Microsoft Project is a leading project management software that enables managers and individuals to achieve project outcomes faster and more efficiently. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval. It will also enable you to manage the project so that it is completed on time, within budget, and according to scope.

Course Objective:

- Introduction to Project Management
- Create and engage in basic management of a project using Microsoft Project Professional 2016
- Identify Project Management concepts and navigate the Project 2016 environment.
- Create and define a new project plan
- Create and organise tasks
- Manage resources in a project plan
- Finalise a project plan
- Update a project plan to reflect progress as you execute the project.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customise project settings and share customisations with other projects.

Entry Requirements

This course is designed for people with an understanding of project management concepts who are responsible for creating and maintaining project plans. Target people will be looking to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.

Date: 25 - 27 February 2019

Registration Deadline: Friday, 08 February 2019

Course Fee: N\$ 10 800

Venue: Safari Court Hotel

The course will be offered if we have a minimum of 10 participants per programme. The full payment is required before the programme starts.

Contact Persons

Ms Francina Kashaka, T: +264 61 207 2236, F: +264 61 207 9236,
E: fkashaka@nust.na

Terms and conditions apply.

For more information about training outcomes, terms and conditions or to register for the courses, please visit CED's website.

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