



Project Management & Microsoft Project

مدت دوره: ۳۰ ساعت

پیش نیاز: آشنایی با MS Office

اهداف دوره:

This project management & Microsoft Project training course provides an introduction to the principles of Project Management and gives delegates a thorough introduction to the concepts of project planning using Microsoft Project. Delegates on this Microsoft Project training course will learn how to identify, organize and manage the tasks and resources required to complete a project under the constraints of time and cost to achieve a final project target.

سرفصل دوره:

- ◆ Principles and Definitions
- ◆ Defining Responsibilities
- ◆ Stakeholder Management
- ◆ Managing Communications
- ◆ Producing the Project Definition
- ◆ Managing Project Documentation
- ◆ Defining the Project Work
- ◆ Managing Project Risk
- ◆ Managing the Work plan
- ◆ Managing Scope
- ◆ Managing Quality
- ◆ Managing Project Completion
- ◆ Project Management
- ◆ Planning the Project
- ◆ Task Entry and Linking
- ◆ Resource Entry
- ◆ Working with Resources
- ◆ Working with your views
- ◆ Printing and Reporting
- ◆ Updating the Project
- ◆ Multiple Projects