

Jumping Bean Training Ltd

Training with Energy!

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Growing Bean

Microsoft Project

By the end of this course delegates will be able to use Project to create simple projects and track existing projects in the workplace.

What will I learn?

- You will be able to correctly add Tasks to your project plan
- You will be able to correctly link the tasks in an appropriate way
- You will be able to correctly create relevant resources for your project and assign work to them
- You will be able to correctly create a “baseline” and describe its purpose
- You will be able to correctly create reports to share with relevant people in your organisation
- You will be able to customise at least three views to make Project easy to work with
- You will have the opportunity to create a work relevant project plan with the support of the trainer

What do I need to bring?

A basic knowledge of Windows.

What is the cost?

This is a two day classroom based course and costs £450 which includes amazing lunches and a published book to keep.

When can I go?

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

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