



Newly revised! Two-day hands-on
Microsoft® Project workshop!

Covers all versions
and editions of
Microsoft Project

Mastering Microsoft® PROJECT

Discover the essential techniques to plan,
control and maximize project efficiency
using Microsoft Project

You'll learn how to:

- Import tasks into your project from virtually any source
- Pull resources from Microsoft Outlook®, Active Directory® and other sources
- Merge multiple projects into a single master project
- Take advantage of templates and Wizards that can dramatically reduce your project planning time
- Properly estimate task durations and manage deadlines so your projects stay on track
- Generate professional-looking project reports with just a few mouse clicks
- Create custom views that'll give you real-time information on your project status so nothing slips through the cracks
- And much, much more!

Presented by:

CompuMaster®



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The simple truth about project management



There's no question about it: In this "do more with less" business environment, managing projects effectively has become a key success strategy. With budgets and head counts cut to the bone, any misallocation of project resources could spell disaster, not only for the project at hand, but for an entire company. With so much at stake, more people than ever are turning to Microsoft® Project to help them keep projects of all sizes on time, on track and on budget. To make sure you're getting every bit of benefit from this powerful but complex tool, we've developed this workshop chock-full of the must-know secrets, tricks and techniques that make Microsoft Project so valuable.

Workshop at a glance

Day 1

9 a.m. to 4 p.m.

SESSION 1: The essentials of project management

SESSION 2: Planning the project

SESSION 3: Creating and managing deadlines, constraints and task calendars

SESSION 4: Assigning resources—people, equipment and materials

Day 2

9 a.m. to 4 p.m.

SESSION 5: Tracking and managing your project

SESSION 6: Views and reports

SESSION 7: Integrating Project with other Office applications

SESSION 8: Working with multiple projects

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Who should attend?

Anyone who wants to get the most out of this incredible project management software package, including:

- Experienced project managers who want to learn more about project management software
- New project managers who want to stay on the cutting edge of project management technology
- Users of other project management software programs who want to convert to Microsoft Project, or users of older versions of Project who want to stay up to date
- Candidates for project management certification who want to broaden their technology background
- Anyone responsible for managing projects of any size or degree of complexity

Your satisfaction guaranteed!

Your complete satisfaction is important to us. If you're dissatisfied for any reason, just return your workshop materials and we'll issue you a refund or arrange for you to attend another CompuMaster program. *It's that simple.*

What you'll learn and how you'll benefit

Whether you manage projects as part of a team or if the buck stops with you, this information-packed two-day workshop will teach you how to exploit the full power of Microsoft® Project and use its dazzling array of built-in features to improve the way you manage people, time and tasks. You'll learn how to master and customize Project's interface, so that you can access the information you need in its most useful format.

The Project Guide—more than just a calendar

We'll teach you how to use Microsoft Project to break your project into tasks and determine the right type and amount of resources to assign to get the job done. You'll learn the in's and out's of the interactive Project Guide, a feature designed to make scheduling a snap, even for new project managers. You'll also discover how to maximize the benefit of your previous project management experience by customizing the Project Guide to reflect the best practices of your organization. Plus, you'll see how to maintain that important but elusive quality of consistency by sharing customized Project Guides across your organizational hierarchy.

Interoperability with other Microsoft products

Microsoft Project was built to work hand in hand with products from the Microsoft Office Suite. We'll show you how to import tasks created in Microsoft Outlook® directly into active project plans in just a few easy steps. Plus, we'll reveal the secrets of Project's amazing Import Wizard, which makes short work of converting Excel®-based resource, task and assignment lists into a viable project plan. Plus, you'll learn how to gain more control over your project's timeline simply by using Smart Tag to alert you to scheduling alternatives.

Incredible reporting capabilities

The job isn't over until the paperwork is done, and Project's built-in reporting features are geared toward helping you deliver accurate project data easily and efficiently. With Project's Network Diagram view, you'll go beyond the well-known Gantt and PERT charts. This powerful feature allows you to get more control over how your information is displayed, including the ability to group sets of tasks into crystal-clear flowcharts. We'll show you how to use the Page Setup dialog box to summarize relevant project data by printing column and row totals on project reports. Plus, you'll see how to demonstrate your current project's progress to stakeholders by comparing it to as many as 11 different baselines that you can create as you progress through your project.



Comprehensive Workshop Manual Is Included

Spend the day learning, not taking notes. Your *Mastering Microsoft Project* workbook is packed with all the tips, techniques and step-by-step instructions taught in the workshop and fully illustrated with sample screen shots. It's an invaluable reference manual that you'll use over and over again.



On-site training and keynote speaking ...

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, CompuMaster is the answer. For complete details and a no-obligation quote, call 1-800-867-4340 and ask for the on-site training department.

To enroll, call toll free 1-800-867-4340, on-line at www.compumaster.net or fax us at 1-913-432-4930

Workshop Outline

Day 1

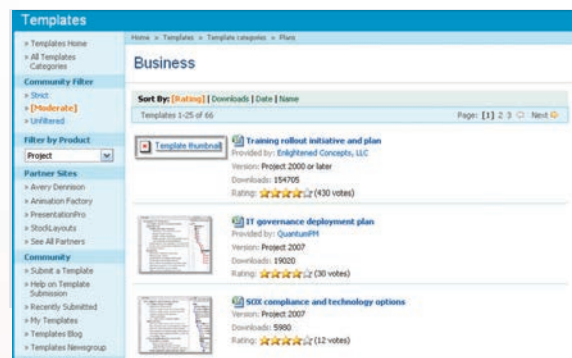
9 a.m. to 4 p.m.



SESSION 1: The essentials of project management

Before you begin to use Microsoft® Project to manage your projects, you need a firm grounding in the essentials of project management. That's what this session is all about. You'll learn what tools the project management pros use, such as the Gantt chart, tracking Gantt, Network Diagram and many others. Find out why projects often fall short of expectations and the things you can do to avoid the same pitfalls. You'll also learn ...

- What components make up a project such as resources, tasks and more
- The differences among the various versions of Microsoft Project—including Standard, Professional and Server versions
- Installation tips and techniques
- The function of each menu item and some time-saving shortcuts you can use when working with the Microsoft Project interface
- How to get a jump on setting up your project by using the templates included with Microsoft Project



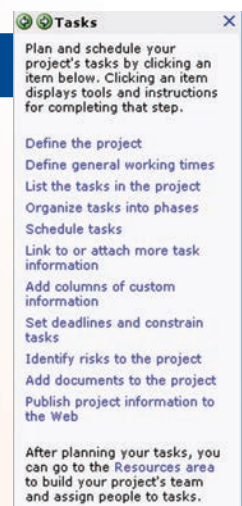
Where to find additional templates



SESSION 2: Planning the project

The most critical part of any project is a good, workable project plan. This session shows you how you can use Microsoft Project to develop a project plan quickly and efficiently and give your project an even greater probability of success. You'll learn how to create a task hierarchy and how to determine the duration of your tasks. You'll also find out ...

- How to use the Wizard to start entering tasks even if you don't know start or end dates
- How to manually enter, reorder and relate or link tasks and organize them into phases
- The types of additional information fields that can be added to your project and how you can create custom information fields
- How to add documents to your project
- How to use a PERT analysis to estimate task duration



Getting started with Wizards

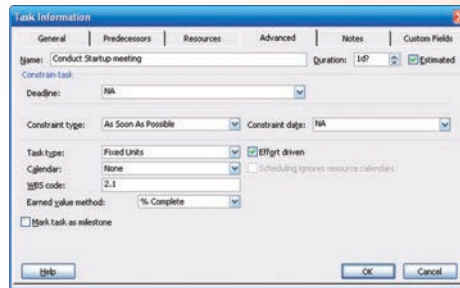
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SESSION 3: Creating and managing deadlines, constraints and task calendars

Task calendars, constraints, deadlines—the more you know about these features, the more fine-tuned your project management skills become. In this session, we'll cover how to use task calendars as a technique to get your schedule back in line with a deadline constraint, show you how to incorporate restrictions in a schedule using deadlines and constraints, how to display, read and analyze the critical path, plus how to use task drivers in the analysis. But that's not all—you'll also learn:

- The in's and out's of using deadlines, constraints and task calendars
- How to add deadlines and constraints to your project tasks
- How to modify deadlines and constraints
- How to create and modify task calendars
- The right way to identify critical tasks



How changing the task type affects your project

SESSION 4: Assigning resources—people, equipment and materials

Project resources are the people and equipment that are used to get the tasks done. This session shows you how to assign your resources to your tasks in the most efficient way possible. The task of adding resources to your project can be extremely time-consuming, but we'll show you several different methods to streamline this process and get the job done in a snap. You'll discover why it's important not to just start assigning resources to tasks, but instead create a resource pool before you begin to make assignments. You'll also learn ...

- How to easily import resources from your company Address Book
- A quick way to modify the working times for your resources
- How to assign resources to tasks both with the Wizard and manually
- The right way to enter resource costs for workers, equipment and materials
- What to do when you need to edit or add information for your resources

A quick view of resource usage

Day 2

9 a.m. to 4 p.m.

SESSION 5: Tracking and managing your project

Once you have all your project tasks and resources entered, you must now begin the process of tracking and managing your project. In this session, you'll learn what a project baseline is and why you might need more than one baseline for your project. You'll also find out what an interim plan is and how to create one. We'll show you how to update the status of your tasks so Microsoft® Project can automatically reschedule remaining tasks and give you a way to measure progress. Also in this session ...

- 3 different ways to track the progress of each task
- Find out how to accurately use the status date when updating project tasks
- Discover what each status indicator means and how to use them to get a quick view of your overall project status
- How to apply filters to zero in on only those tasks that are necessary to monitor
- How to use the Project Guide: Edit Assignments view to quickly make changes to your project

Task Name	Fixed Cost	Fixed Cost Account	Total Cost	Baseline	Variance	Actual	Remaining
0 PRINCEZ (Projects)	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
1 Template Start (w/HC)	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
2 Startup and Briefing	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
3 Conduct Startup m.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
4 Approval Project M.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
5 Startup and Direction P.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
6 Initiation Process	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
7 Create Artifact Ph.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
8 Initiation Process COM	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
9 Stage 1 Planning	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
10 Create Artifact Ph.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
11 Create Artifact Ph.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
12 Create Artifact Ph.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
13 Create Artifact Ph.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
14 Create Artifact Ph.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
15 Project Plan	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
16 Define organ.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
17 Establish E.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
18 Establish S.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00
19 Establish P.	0.00	Prorated	0.00	0.00	0.00	0.00	0.00

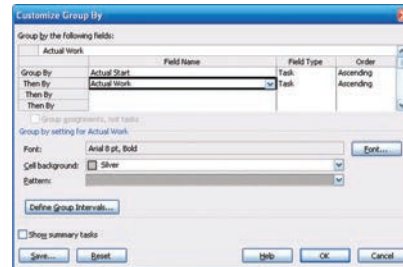
How to manually enter actual cost values

continued on page 6 ...

SESSION 6: Views and reports

While getting information into Microsoft® Project can be a little difficult to the untrained user, getting information out can be virtually impossible. In this session, you'll learn how to make sense of all the different project views that are available and find out how to quickly generate clear and concise reports that contain exactly the information you want. Learn how to format the text, bar styles, timeline and gridlines in your project. Plus ...

- How to group, filter and sort data
- An easy way to see more of your project information by using the Split View feature
- How to compare the actual progress of your project against the baseline
- How to use the built-in reports and how to quickly create custom reports from your project data
- What a critical path is and how to view your project's path to make sure you're on track

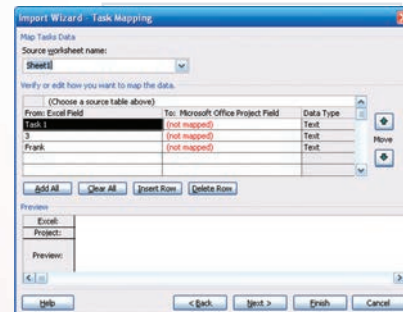


Creating custom groupings to enhance your views

SESSION 7: Integrating Project with other Office applications

One of the best features of Microsoft Project is its ability to integrate with other Microsoft Office applications. This session will show you how you can maximize the functionality of Microsoft Project by taking advantage of its smooth integration features. You'll learn how to quickly import tasks from Microsoft Outlook® with a few simple mouse clicks. You'll also discover ...

- How easy it is to import data from a Microsoft Excel® spreadsheet
- How to connect to a Microsoft Access® database and import table data into your project
- An easy method of importing data from any ODBC data source such as Microsoft SQL Server®
- How to export your project data to a variety of file types including spreadsheets, database tables, text files and more
- How to save your project data as a Web page

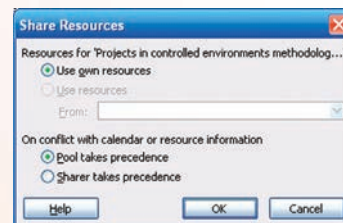


How to map table fields to your project fields

SESSION 8: Working with multiple projects

Most project managers have to deal with multiple projects, which can be a daunting task. But in this session, we'll show you how Microsoft Project can help you keep all your projects running smoothly. You'll learn how to create task dependencies between different projects and how to enter lead or lag time for task links between projects. Also in this session ...

- How to insert subprojects into a project file to consolidate your projects
- How to create a shared resource pool between multiple projects
- An easy way to view your subproject statistics without having to sift through the entire project status report
- Why you might want to break down a large project into a master project with subprojects, and how to accomplish it
- How to quickly view the critical path of multiple projects and make sure they're all on the right track



How to manage shared resources

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Registration Information

Whatever your method of registration, be sure to enroll right away since space is limited. As soon as we receive your registration, we'll send your Express Admission Ticket. Simply bring it with you to the program and hand it to the registrar. If your ticket doesn't arrive before the workshop, be sure to go anyway. We'll be expecting you. Walk-in registrations are welcome on a space-available basis only.

Cancellations and substitutions. Cancellations received up to five working days before the workshop are refundable, minus a \$25 registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

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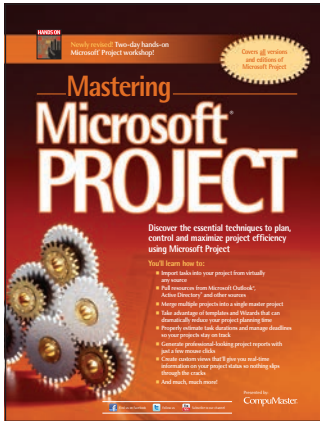
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Learn how to exploit
the full power of
Microsoft® Project!

CMMPROJ2 #03121 **A**

PLEASE  RECYCLE

Printed in the USA

This is a large promotional graphic for the book 'Mastering Microsoft Project'. It features a dark red background with several interlocking gears in silver and gold on the right side. On the left, there is a 'HANDS ON' logo with a hand holding a pen. The title 'Mastering Microsoft PROJECT' is written in large, bold, white and yellow letters. Below the title, there is a subtitle: 'Discover the essential techniques to plan, control and maximize project efficiency using Microsoft Project'. At the bottom right, it says 'Presented by: CompuMaster'. The top left corner has a banner that says 'Newly revised! Two-day hands-on Microsoft® Project workshop!'.