

PROJECT MANAGEMENT SOFTWARE

An overview of MS Project for resource, task and project planning.

Who is this course suitable for?

Project managers and project workers interested in project management software.

What will I gain from this course?

Using Project Management application software to set up and manage resource planning; budget preparation; project tasks – working with deadlines; milestones; constraints.

Do I need any experience?

An understanding of Project Management.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What are the specific details of this course?

Price	£40.00
Duration	2 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

💻 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



What will I learn on this course?

How to use a Project Management application to :

- > Set up a Project file
- > Add Project phases, tasks, durations, task constraints and milestones
- > Set up a Resource Pool
- > Create Task/Resource/Assignments
- > Communicate a Gantt Chart

Special Offer! Save 25%!

The following workshops are priced at £40.00 each but if you enrol on to all 5 of them at the same time, the total cost will be reduced to only £150.00!

- > Time Management using Outlook
- > Charts and graphs for effective communication for both Project Management and Financial issues
- > Presentation software
- > Project Management
- > Promoting business through social networks