



# MS Project Management Course Brochure

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1 Day Practical Workshop



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# The Right Fit.....For You

**Our MS Project Management course has been designed to help you develop the knowledge and skills necessary to use MS Project effectively to manage and control projects.**

Our one-day **MS Project Management** course will teach you the fundamentals of MS Project, **how to work with the data and manage resources, how to set up project monitoring tools and customise your projects.**

This course is highly practical and each learner will have **the opportunity to work on their own projects** and practice setting up resources, tasks, dependencies, schedules, milestones etc. and generating reports. The course also looks at how the application **can be tailored to customise your project views.**

The course is suitable for new and existing team/project leaders, project managers and anyone who needs to understand project plans and reports.

*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

**Dearbhla Casey, HR Manager, Irish Country Meats**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future."*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose Our MS Project Course

DCM Learning's MS Project Management Course provides the learner with an understanding of the first principles of Project Management Planning techniques, and how to use Microsoft Project, to construct their projects into manageable components.

## Specific reasons to choose this course:



**Experienced:** We have trained over 246 individuals successfully in Microsoft Project Management over the last two years.



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Excellent Trainers:** Our trainers combine professional training know-how with relevant experience in their chosen training field.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered our MS Project Management programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.



Banc Ceannais na hÉireann  
Central Bank of Ireland  
Eurosystem



INTERNATIONAL





# MS Project Management Course Outline

## COURSE OVERVIEW

This 1-day course is highly practical and each learner will have the opportunity to work on their own projects and practice setting up resources, tasks, dependencies, schedules, milestones etc. and generating reports. The course also looks at how the application can be tailored to customize your project views.

The course provides the learner with an understanding of the first principles of Project Management Planning techniques, and how to use Microsoft Project, to construct their projects into manageable components. This structure will provide valuable information to help the learner to manage their projects more effectively.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Create a Work Breakdown Structure (WBS)
- Set up tasks to create a schedule and allocate resources to these tasks
- Create project reports
- Manage multiple projects
- Track actual cost and actual work

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Content

## TOPIC 1: MANAGING PROJECTS

- Setting project baselines
- Updating an active project - Dealing with delays and conflicts
- Monitoring progress

## TOPIC 2: WORKING WITH TASKS

- Creating and modifying task lists / summary tasks / milestones
- Dependency Links
- Lag and lead time
- The Critical Path

## TOPIC 3: WORKING WITH MULTIPLE PROJECTS

- Types of multiple projects
- Inserting and linking sub-projects
- Setting baselines

## TOPIC 4: PROJECT MANAGEMENT REPORTS

- Pre-defined Reports - Dashboard / Resource / Cost / Progress
- Creating your own reports
- Visual reports using Excel or Visio



## Joe O'Connor

### Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor

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*"Thanks Belinda, Joe was excellent and the team all enjoyed the training, it went really well."*

Deirdre Flood, HR Manager, Amphenol TCS

**Amphenol®**



# Inhouse Training, One Size Doesn't Fit All.

**Does your team need MS Project training? DCM Learning has a full range of training courses available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made lean training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



# Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

- ☎ 01 5241338
- ✉ [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)
- 📍 Guinness Enterprise

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**CORK**

- ☎ 021 2429691
- ✉ [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)
- 📍 Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

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- ✉ [drogheda@dcmlearning.ie](mailto:drogheda@dcmlearning.ie)
- 📍 24 Laurence Street  
Co. Louth