

# Kurs-Dokumentation



**Zentrum für Informatik ZFI AG**

**Microsoft Project English (MSPE)**

<http://www.zfi.ch/MSPE>

Weitere Infos finden Sie unter [www.zfi.ch](http://www.zfi.ch) oder via Adresse:

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<b>Titel</b>	<b>Microsoft Project English</b>
<b>Untertitel</b>	<b>MS Project basic knowledge</b>
<b>Einleitung</b>	<p>Organizationally as well as technically demanding aims for the change and development of organisations, systems and products are dealt with projects. Projects are subject to raised attention of numerous partners and affected persons by definition. Because projects are demanding and relevant resources (financially and personnel) are used, the project success is in the foreground for principals, management and numerous stakeholders. With Microsoft Project projects can be planned clearly and efficiently as well as necessary correction measures can be initiated and their effectiveness be measured.</p> <p>Microsoft Project is de facto the standard tool for Project Management-independent of the industry or the project type. Because of the immense mass of functions the training focuses on learning and transferring the most efficient and most recommended features into real life.</p> <p>This ZFI course is directed at all people who became to use Microsoft Project as well as to existing tool users who have not relish a systematic introduction in Microsoft Project so far. Because the range of bad plans causes high costs, the control of the used project management tool is indispensable.</p> <p><b>Training Goals:</b></p> <p>to be able to use Microsoft Project as an efficient managing and leading tool (focus time management)  overview of the advanced features (resource, cost, and tracking features)  transfer of lessons learned to your own project</p>
<b>Ihr Nutzen</b>	<p>In the basic training you get a real life oriented overview over the software functionality. The transfer to your own projects begins in the training already with building up your own projects. You profit from the knowhow and the trainer's experience and competency (20 years) in consulting, coaching and training. They are also here for you after the seminar has finished.</p>
<b>Voraussetzungen</b>	<b>Basic knowledge in Windows environment and office applications</b>
<b>Teilnehmerkreis</b>	
<b>Unterlagen</b>	<b>ZFI course folder</b>
<b>Folgekurse</b>	<b>ZFI course Microsoft Project Advanced</b>
<b>Inhalt</b>	<ul style="list-style-type: none"> <li>- working with network diagrams, Gantt charts and task lists</li> <li>- interpreting projects (sort, select/filter, grouping, reporting)</li> <li>- structuring projects (by phases or sub-projects) and flexible task grouping (e.g. by responsible)</li> <li>- calendar (define working and non-working time)</li> <li>- fixed dates, milestones, deadlines and special links</li> <li>- software customizing (views, filter, formats, fields)</li> <li>- export data to MS Office applications and printing</li> </ul>

- handling project templates (Project Roadmap)
- multi project planning (cross project interpretations)
- overview over the tracking and controlling functionality (baseline, entering progress information)
- overview over resource and cost management (possibilities and limits)
- Outlook: Project Server and Web Access (Enterprise Resource Management)

**Beitrag**

Der Teilnehmerbeitrag versteht sich rein netto. Das ZFI ist (gemäss MwSt-Gesetz) nicht Mehrwertsteuerpflichtig und erhebt somit keine MwSt. Bei länger als einen Monat dauernden Lehrgängen ist die Zahlung des Teilnehmerbeitrages in mehreren Raten möglich (pro rata temporis).