



Tampa Bay Chapter

Microsoft Project 2007 Training

Provided by: Tampa Bay PMI Chapter and Xcelligent Inc.

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Are you a project manager who uses Microsoft Project to manage your projects? Are you currently using Microsoft Project but would like to use its full capabilities to help manage the complex intricacies of the initiative? Are you new to using Microsoft Project and would like tips and tricks on how to be more successful with the tool? Or would you just like to brush up your Microsoft Project skills while earning PDUs? If the answer is yes to any of these questions, then the Tampa Bay PMI chapter would like to invite you to join us for a day of training on Microsoft Project 2007.

Agenda

*Project Pro Basics (1 hour)
Creating and managing project plans (1 hour)
Resource and Task Management (3 hours)
Plan Optimization (1 hour)
Reporting (1 hour)
Tips, tricks, & questions (1 hour)*

As a result of the training you will be able to:

- Understand how to modify project/task elements*
- Describe the different types of resources*
- Resourcing the project schedule*
- Explain the different task types*
- Analyze resource availability*
- Optimize the project plan*
- Use predefined reports and create reports.*

Details

*Location: USF Downtown Campus • 1101 Channelside Drive - Suite 100 - Tampa, FL 33602
Cost: \$200.00
Registration 8:00 AM- 8:30 AM • Course: 8:30 AM- 4:30 PM
Continental Breakfast & Lunch provided by TBPMI Chapter
PDU's : 7*

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To register: <http://pmi-tampabay.org>