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**silicon  
beach**  
TRAINING

## Project Management & Microsoft Project

**Duration:** 3 days

**Price:** £695 + vat

### Prerequisites

There are no prerequisites for this course

This 3-day Project Management and MS Project training package combines our 1-day Introduction to Project Management and a 2-day MS Project training course at a reduced rate to provide a comprehensive tool-kit for Project Managers.

### Objectives

These two project management training courses booked together give a comprehensive introduction to professional Project Management using Microsoft's industry standard tool.

### Course Content

#### Project Management training (1-day)

- Principles and Definitions
- Defining Responsibilities
- Stakeholder Management
- Managing Communications
- Producing the Project Definition
- Managing Project Documentation
- Defining the Project Work
- Managing Project Risk
- Managing the Work Plan
- Managing Scope
- Managing Quality
- Managing Project Completion

#### MS Project training (2-days)

- Project Management
- Planning the Project
- Task Entry and Linking
- Resource Entry
- Working with Resources
- Working with your views
- Printing and Reporting
- Updating the Project
- Multiple Projects

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### Related Courses

**Project Management:** 1 day

**MS Project:** 2 days

**PRINCE2 Foundation:** 3 days

**PRINCE2 Practitioner:** 5 days

### Links

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