

A 2-Day, Hands-On Workshop
Covers 2007 and previous versions

Microsoft® Project

Harness the full power of Microsoft Project to plan your projects, assign resources, and track your progress

Enroll Today!

Master this powerful project management tool and bring *all* your projects in on time, on budget, and on target!

In this workshop, you'll discover how to:

- Keep tabs on the money, materials, time, and people it takes to complete your projects
- Take advantage of Microsoft Project's many advanced features, options, and time-saving tools
- Discern at a glance whether your project is on track or in trouble
- Use templates to create overall project plans, then customize them to meet an individual project's unique specifications
- Employ Microsoft Project's powerful analysis tools to identify potential conflicts, red flags, and variances — before the project even starts!
- Link information from Microsoft Excel®, Access®, Outlook®, and other software resources
- Manage multiple complex projects smoothly and efficiently with Microsoft Project and Microsoft Project Server
- And so much more!



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1-800-556-2998



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P.O. Box 219468
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64121-9468**



Do you feel like your projects are “controlling” you — instead of the other way around?

Whether you manage single projects, oversee multiple projects, or just manage an occasional project here and there, effective project management skills are critical to staying on top of it all. As a project manager on any level, you are responsible for allocating resources, funds, and time, as well as, tracking progress from start to completion. Sound project management is crucial to the success of any organization, large or small, yet many people don't fully understand this important business tool. If the person at the helm lacks the skills to organize, plan, delegate, and prioritize, projects can quickly spiral out of control.

Microsoft Project puts you in complete control of your projects, once and for all!

One of today's most powerful project management software systems, Microsoft Project is the #1 tool busy project managers turn to, regardless of the size and complexity of the project.

If you have not had formal project management training, are not completely familiar with all the powerful capabilities of Microsoft Project, or want to experience a greater understanding of this extraordinary management system, this course will get you up to speed in just 2 days of intensive training. A hands-on, interactive approach means that you will quickly gain a solid understanding of Microsoft Project. You'll be fully prepared to jump right in and put it to use as soon as you return to the office. As a result, your ability to plan, execute, and complete all types of projects will increase immeasurably!

Don't just “hope” your next project runs smoothly — guarantee it!

Although any project is subject to glitches and stumbling blocks along the way to completion, Microsoft Project helps you minimize problems, head off potential conflicts, and track your project's progress and flow every step of the way. When you manage your projects with Microsoft Project, you are bolstering your chances for success by using a cutting-edge tool that's specifically tailored to help your projects progress as expected, stay under budget, meet deadlines, and run smoothly from start to finish!

What you learn here will have an
immediate and positive impact
on your current and future projects!

After completing this workshop, you'll know how to:

- Prepare a detailed project plan that addresses your specific requirements, needs, and concerns — and any potential conflicts
- Break your project down into tasks and assign the staff, resources, and time needed to complete each one
- Use project baselines to track and manage the flow of your projects and keep tabs on their progress
- Integrate information from Word, Excel, Outlook, and the Internet into your project planning
- Use time-saving templates, scheduling and calculating tools, flow charts, and reports to manage your projects and communicate their status to others
- Develop an accurate budget (and stick to it) with Microsoft Project's cost estimate tools for staff, equipment, materials, and special resources
- Manage multiple projects, and master projects and subprojects with minimum stress and confusion

This incredible workshop unlocks *all* the special features, little-known secrets, and time-saving shortcuts of this powerful project management tool!

Microsoft
Project

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Workshop Content

Unit 1: Learning the Basics of Project Management

When you manage a project, you are the project “chief.” It is up to you to create the master plan for a project, manage the necessary staff, money, and resources, and ensure that the project is completed successfully.

- Determine what makes up a “project,” and how it differs from “regular work”
- Understand your responsibilities as project manager, and what others expect of you
- Examine a high-level “snapshot” of a typical project
- Discover the core elements or processes that make up any project, and learn which of these can be managed through Project
- Find out how Project can help you keep your finger on the pulse of your project from start to finish

Unit 2: Getting Started in Microsoft Project

In this unit, you will examine the extraordinary benefits, powerful new features, and massive capabilities of Microsoft Project 2007. You will become familiar with the look and feel of the software, and you’ll discover just how this program can help you manage your projects more easily and efficiently.

- Discover the basic attributes of this powerful application — menus, toolbars, and more — and learn how to navigate through them with ease
- Get to know Microsoft Project 2007: what’s different and what’s improved in this exciting new version
- Use Project’s built-in templates to build your project instead of starting from scratch
- Customize your project by adjusting start dates, working hours, deadlines, and more
- Set a working calendar for your project, based on Standard, Night Shift, and 24-Hour options
- Create your own template, and use it as a guideline for future projects

Unit 3: Using Microsoft Project to Build Your Project Plan

It’s time to get your project off the ground by building a realistic, workable project plan. The backbone of any project, the project plan contains tasks and task relationships, schedules, dependencies, and deadlines.

- Decide what needs to be done and find out how to create a logical task list, organize it, schedule it, and execute it
- Create task relationships, link your tasks, and let the resulting dependencies spell out your scheduling needs
- Let Project calculate your task durations
- Set milestones and deadline reminders along the way
- Use the PERT analysis to account for the “unknowns” of your project
- Organize your ideas by using Work Breakdown Structures and Gantt charts
- Learn how to create custom information fields or add fields to your project

Unit 4: Adding Resources to Your Project Plan

No project can be completed without resources — the staff, equipment, and materials needed to accomplish each task. Microsoft Project helps you keep track of your resources, allocate them efficiently, and modify them when necessary.

- Add, delete, or modify resources within your project plan
- Create and maintain a Resource Pool — what you need to know
- Import resources instantly from your Outlook e-mail program
- Assign resources to tasks, manage costs, and manipulate workload as necessary
- Explore the critical relationship between resources and costs
- Manage resource workflow, and stay on top of work conflicts and overloading

On both days, the program starts at 9:00 a.m. and ends at 4:00 p.m. Lunch is on your own.

Unit 5: Creating a Budget and Planning Costs

Keeping your project within the budget designed for it is one of the hardest aspects of project management. Microsoft Project allows you to create a budget, plan your costs, and monitor spending as your project moves through its life cycle.

- Create cost estimates for staff, equipment, materials, and special circumstances that may crop up during the project
- Work with Project to determine exactly how much money you'll need — and when you'll need it
- Learn how project costs accrue, and find out how to set and track them automatically
- Enter fixed costs for tasks
- Let Project calculate the cost of the resources you've assigned to tasks
- Customize your cost fields with a value list

Unit 6: Viewing and Reporting Your Project

Among the benefits of Microsoft Project is that it offers many different viewing and reporting options. You can generate numerous reports that contain valuable information concerning your project's progress. And, you can view your project at any point, choosing from a wide variety of viewing options.

- Consider the many viewing options — Gantt charts, network diagrams, calendars, graphs, and forms — and decide which ones are most suitable
- Communicate information to others by changing or modifying views so that only pertinent material is displayed
- Learn to interpret Project's many charts and graphs like a pro
- View baseline estimates alongside your real-time plan
- Use progress lines as a visual indicator to determine whether your tasks are running late or right on schedule

Unit 7: Tracking and Managing Your Project

Microsoft Project makes it easy to track and manage your project from beginning to end, while making adjustments and allowances along the way. Project offers numerous tracking features, including baselines, interim plans, automatic updating and rescheduling, and much more.

- Learn about baselines — what they are; why you need them; and how to set, save, and utilize their information
- Manage your project's critical path
- Adjust dependencies and modify constraints to create more time when your project is falling behind
- Use the Cost and Variance Tables to reveal variations between your project's baselines and actual activity
- Track task progress: how Project keeps you on top of tasks and continually updates their progress

Unit 8: Managing and Coordinating Multiple Projects

- Create subprojects for easier management of larger projects
- Link projects and related subprojects in your plan
- View statistics for multiple projects
- Manage critical paths among multiple projects

Unit 9: Appendix

- Take advantage of our comprehensive guide to keyboard shortcuts, toolbars, menus, and templates
- Become familiar with the various versions of Project
- Find out how to determine if you should upgrade — whether it's worth the time and money
- Discover valuable resources you can turn to for making Project even easier to understand and operate
- Learn how to integrate Project 2007 with other Microsoft Office 2007 Suite applications

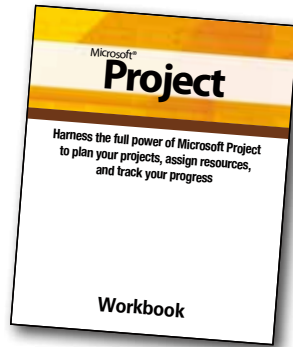
Microsoft Project

Learn from Microsoft Project experts

As professionals in a variety of technology-related fields, our trainers bring years of real-world experience, insider knowledge, and technical expertise to our family of technical training courses. They are highly qualified experts who have come by their knowledge the old-fashioned way — they've learned it! Our Microsoft Project trainers know this sophisticated software program inside and out, and — just as important — they possess the patience, ability, and know-how needed to successfully educate others. They've used Microsoft Project to manage their own complex projects and mastered all its tips, shortcuts, secrets, and tricks, so they can pass that knowledge on to you!

Take home a detailed Microsoft Project manual

When your 2 days are finished, you'll leave with more than just new project management skills and a rock-solid grasp of Microsoft Project. You'll take home a comprehensive manual packed with tips, tools, shortcuts, and techniques that you'll turn to time and again as you manage your projects. Complete with course materials, extra information, and Microsoft Project how-to's, this workbook will become an invaluable desk reference you'll consult every time you have project management problems, questions, or concerns.



Get maximum training — in a minimum amount of time

Who has the time to wade through those intimidating technical books and manuals ... slog through online tutorials ... cruise the Internet for help ... or attend extensive Microsoft Project training sessions? Probably not you ... or you wouldn't be reading this brochure!

Because we cater to working professionals, we know how important it is to offer training that gets you in, out, and back to work. Our training is designed specifically to help you get the most out of Microsoft Project in the least amount of time. Through research, interviews, and client input, we've found that a 2-day program is optimal for this type of material — long enough to learn everything you need, yet short enough that your department or organization won't come to a grinding halt without you.

Who Should Attend

This course is perfect for:

- experienced project managers who want to take advantage of all Microsoft Project has to offer
- new or inexperienced project managers who may not know how to integrate this powerful program with their specific project management needs
- managers, team leaders, and supervisors who find themselves responsible for managing numerous projects
- anyone who wants to become more proficient in Microsoft Project

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this workshop will provide you with the tips and techniques you need to successfully manage your projects with Microsoft Project. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your workshop attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

Enroll Today!

1-800-556-2998 or
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Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit

Fred Pryor Seminars offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

Update Your Contact Information!

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For a free consultation, visit us online at www.pryor.com or call us at **1-800-944-8503** today!

Master Microsoft Project in just 2 days of hands-on training!

Microsoft® Project

Harness the full power of Microsoft Project to plan your projects, assign resources, and track your progress

This information-packed workshop will teach you to:

- Use Microsoft Project's templates, Wizards, and other planning tools like a pro
- Keep all project team members in the loop with Microsoft Project's special communication features
- Allow for Murphy's Law ("Whatever can go wrong ...") and plan accordingly
- Integrate your Microsoft Office Suite software with Microsoft Project easily and seamlessly
- Respond to problems more quickly and effectively
- Become a project management expert in just 2 days!



May 2010 Locations and Dates



Call
1-800-556-2998



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