

# Improving Productivity using IT

DEVELOPING PEOPLE + MAKING BEST USE OF IT = IMPROVED BUSINESS PERFORMANCE

## MasterClass: Project 2007® Introduction to Project Management

### WHY?

SPEND LESS TIME AND CREATE INCREDIBLE RESULTS

SAVE TIME BY INVESTING SOME TIME

DISCOVER USEFUL SHORTCUTS

BE IN CONTROL: MANAGE YOUR PROJECT

INCREASE YOUR PRODUCTIVITY

### QUALIFICATIONS

THE CONTENTS OF THIS MASTERCLASS HAVE BEEN

MATCHED AGAINST RECOGNISED QUALIFICATIONS:

- ITQ 2009 (OCR) UNIT PM
- NVQ BUSINESS ADMIN. (OCR) UNIT 19 (218)

### HOW TO BOOK?

E: [TRAINING@KAYENIGHTINGALE.COM](mailto:TRAINING@KAYENIGHTINGALE.COM)



### PROJECT MANAGEMENT CONCEPTS

APPLY PROJECT MANAGEMENT CONCEPTS: SCOPE, COST, TIME

GANTT CHART VIEW, CALENDAR VIEW, RESOURCE SHEET VIEW

### WORKING WITH TASKS

CREATING & MODIFYING A TASK LIST

CREATING A WORK BREAKDOWN STRUCTURE

### SCHEDULING TASKS

SETTING UP TASK LINKS

RECURRING TASKS

VIEWING TASK RELATIONSHIPS

PERT ANALYSIS

MILESTONE TASKS

### MANAGING RESOURCES

CREATING BASE CALENDARS

CREATING A RESOURCE POOL

CREATING A RESOURCE CALENDAR

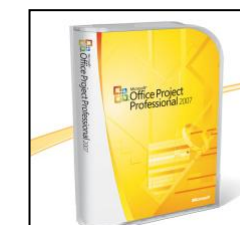
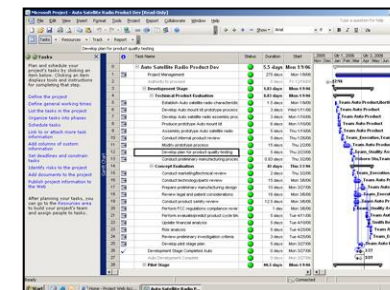
CREATING A TASK CALENDAR

WORKING WITH RESOURCE COSTS

### FILTERING, GROUPING AND SORTING

WORKING WITH FILTERS & GROUPS

SORTING TASKS & RESOURCES



Developing **People**

+

Making **Best use of IT**

=

Improving **Productivity using IT**

