

PMplicity

Course Offerings

www.pmplicity.com

"Microsoft Project B.A.S.I.C.S.®"

Timely

- Delivering relevant skills to help drive results in the post-COVID business world

Effective

- Delivering the truest measure of training effectiveness – improved performance!

Efficient

- Rapidly reskilling busy project professionals with just-in-time tools

Affordable

- Accommodating reduced training budgets without sacrificing content



Microsoft Project **B.A.S.I.C.S.**®

Learn the Premier Scheduling Solution!

Duration: 20 Hours

Recommended Format: 5 Half-day Sessions

\$1,940 per seat

Course Description

There's a better way to learn Microsoft Project! Developed by a seasoned project manager, instructor and Microsoft-certified professional, Microsoft Project B.A.S.I.C.S.® is designed to teach you to build reliable schedules and add features that have meaning in your day-to-day work. The B.A.S.I.C.S.® approach streamlines the schedule building process into 6 easy steps, organizing lessons around a simple acronym. This practical approach will guide you in building your project schedules and communicating clear updates through project completion. It's been vetted by new and experienced users from the construction, finance, pharmaceutical, entertainment, defense, military, healthcare, IT, government and many other industries.

Duration: 20 hours (5 Half-day Sessions)

Learning Objectives

- Explain why Excel should not be used for building schedules
- Gain practical skills to effectively create project schedules
- Learn to initialize a project
- Learn to build a task-based schedule
- Learn to manage resources and assignments
- Learn to track project schedules and project costs
- Learn to identify the critical path of your project to deliver projects faster
- Learn to allocate resources and resolve over-allocations
- Learn to break down your project into manageable parts
- Learn to combat "scope creep"
- Learn to set proper expectations at the start of your project
- Learn to improve stakeholder understanding of your project
- Learn to identify effective work breakdown models.
- Learn 5 power sources you can leverage to negotiate quicker delivery dates
- Learn to compress any schedule by 30 days
- Learn effective structures for organized reporting and risk tracking
- Learn to create stunning status reports!
- Learn to use resources more efficiently
- Learn to identify which tasks to work in parallel for faster delivery
- Learn to use lead time to fast track your schedule

Includes copy of the book
"Microsoft Project 2019 B.A.S.I.C.S.!"
[CLICK FOR BOOK DETAILS](#)



Want to Mix and Match?

Schedule a meeting using the button below to discuss options for custom courses.

Other Course Offerings

- ◆ People, Power, Politics and Projects - Managing the Human Dynamic
- ◆ REMOTEtional Intelligence - Delivering results from any location!
- ◆ Make it Manageable!
- ◆ Building Highly Functional, Results-Oriented Teams
- ◆ 30 Days Faster!
- ◆ Negotiation Jiu Jitsu - How to Win From Any Position!
- ◆ Project Failures, Fixes and Fundamentals

JERRY REED, PMP, CSM, MCP, EQI 2.0
CERTIFIED EMOTIONAL INTELLIGENCE COACH
PROJECT MANAGEMENT PROFESSIONAL
MICROSOFT CERTIFIED PROFESSIONAL
CERTIFIED SCRUM MASTER

Jerry Reed is an award-winning instructor, speaker, author, and project management consultant. He has delivered lectures, workshops, seminars and webinars to managers and technology workers from AT&T, PMI, Disney, UCLA, SpaceX, the United Nations, Blizzard, Optum Rx, Netflix and other organizations. His original, content-rich, high-energy programs are well-researched and presented in a professional and engaging style.

With over 20 years of project management experience, Jerry has successfully delivered over 100 projects as a senior project manager with AT&T, an engineer with NI-Gas and a research engineer with the US Army Corp. of Engineers.

Mr. Reed has a Bachelor of Science degree in Mechanical Engineering from the University of Illinois, at Urbana-Champaign. He is PMP-certified, a certified Scrum Master, a Microsoft-Certified Professional, a certified emotional intelligence practitioner and a marathon runner.

Jerry has taught project leadership and scheduling courses for over 10 years at UCLA Extension and was awarded UCLA Distinguished Instructor in 2014. He has served on the UCLA Extension Project Management Advisory Board, co-founded [Pmplicity](#), and authored [Microsoft Project 2019 B.A.S.I.C.S.](#)

PMPlicity
CO-FOUNDER
•
AUTHOR
•
INSTRUCTOR
•
COACH



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PMplicity
Distinguished Project Management Training



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