



24x7 Coach

Coach, you can rely on!

Microsoft Office Project

for effective project
scheduling & controlling

2016 / 2013 / 2010

Specially crafted complete practice oriented training program

Microsoft is a Registered Trade Mark of Microsoft Corporation in the United States and/or other countries.



Online Training

Get trained wherever you are. We offer online training for individuals and group of persons across the globe.



Classroom & Corporate Training

Contact for corporate training for your employees OR Join our public classroom training on scheduled dates as individual or group.



One-One

We provide personalized online or face-face training for individuals.

Course Outline

- ⇒ Create a new project
- ⇒ Create and maintain calendars
- ⇒ Customize option settings
- ⇒ Set up project information
- ⇒ Create and modify a project task structure
- ⇒ Build a logical schedule model
- ⇒ Apply task types and scheduling calculations
- ⇒ Enter and edit resource information
- ⇒ Assign resources & managing assignments
- ⇒ Manage resource allocation
- ⇒ Resolve potential schedule problems
- ⇒ Display Critical Path information
- ⇒ Manage Cost
- ⇒ Set and maintain baselines
- ⇒ Update actual progress
- ⇒ Compare progress against a baseline
- ⇒ Earned Value Management overview and usage
- ⇒ Apply & customize views
- ⇒ Format views
- ⇒ Generate reports and print
- ⇒ Apply resource pool
- ⇒ Manage multiple projects
- ⇒ And More....

Our Deliverables

- ⇒ 15-18 hours of effective training
- ⇒ Practices and Exercises during the workshop
- ⇒ Interactive approach to understand concepts thoroughly
- ⇒ Discussion on concepts behind few features of MS Project

Coach - Gopi K Aitham

Gopi K Aitham is Project Management enthusiast & practitioner with 20+ years of diversified experience in the areas of Project Management, Education/Training, Manufacturing and Information Technology in providing services for world class clients.

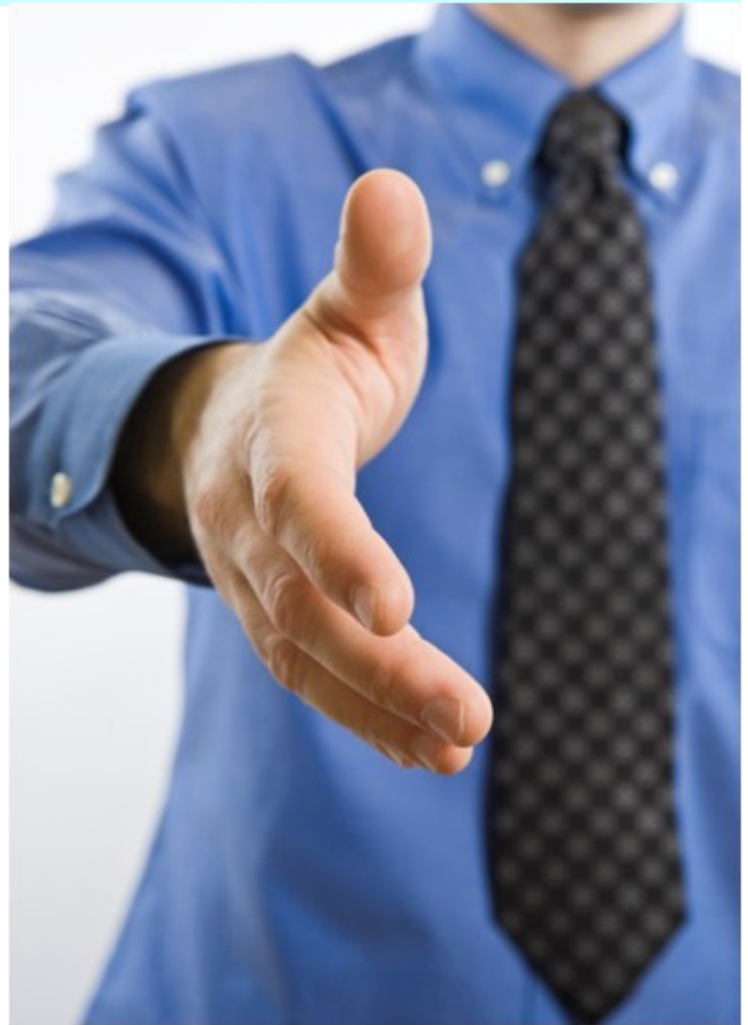
Gopi has been training and mentoring professionals to achieve excellence in managing their projects and to achieve their credentials in project management. He is imparting knowledge to professionals through his workshops on Agile, Scrum, Kanban, PMP certification, JIRA, MS Project, Primavera P6 and customized PM topics.

He is acting consultant, change agent & advisor for SMEs, instrumental in studying existing process, improvising/refining processes, driving, training and coaching teams on traditional and agile practices.

He is an active contributor in project management space and also reviewer of two books on agile "The Project Manager's Guide to Mastering Agile: Principles and Practices for an Adaptive Approach" and "Valuing Agile: The Financial Management of Agile Projects".

Gopi is lifelong learner and knowledge seeker, holding PMP®, PMI-ACP®, CSM, 6Sigma credentials.

Gopi is founder of 24x7Coach.com, KidVentures.in and Mahtia.com. Prior venturing his own, he worked with General Electric (GE), KPIT Cummins, and Megasoft in heading customer engagements, managing offshore development teams, and leading new program initiatives.



24x7Coach.com

a brand of Mahtia Business Solutions Pvt. Ltd.

India: +91 95057 44455

USA: +1 214 447 7927

Email: info@24x7coach.com



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