



CYPRUS  
INTERNATIONAL  
INSTITUTE OF  
MANAGEMENT

# Managing Projects using MS Project

Facilitated by **Mr. Andreas Solomou**

<b>Dates:</b>	28 and 29 January 2020
<b>Time:</b>	08:30 – 17:00
<b>Location:</b>	CIIM Limassol, 3-5 Chaidariou Str. 3020, Limassol
<b>Language of Instruction:</b>	English
<b>CPDs</b>	14

## EXECUTIVE EDUCATION CENTRE

Creating **value** for people and organisations through  
**learning** and **continuous professional**  
**development.**



# Managing Projects using MS Project

## Programme Overview

This 14-hours course is designed for professionals interested in Managing Projects using Ms Project's latest versions. While the course begins with the very basics of the application it integrates with the project management discipline to include advanced project management tools and techniques used in everyday work to plan and manage projects efficiently and effectively.

The participants will get comfortable with the Ribbon (Fluent User Interface) and the various project views, set the project scheduling constraints, set up the base-calendar, create the Work Break Down Structure, work with resources and assignments develop the project's cost, capture progress and report on their projects.

During the course the participants will work on both individual exercises but also get the chance to create a complete project plan, monitor and control its progress, report on performance, exercise forecasting and create dashboards.

## Designed for

- CEO's, Directors & Senior Managers
- Novice and experienced Project Managers
- Business & Operations Managers
- Project Coordinators & Support Staff

## Programme Focus

- Fundamentals of Project Management
- Getting around Microsoft Project 2013
- Creating the Work Breakdown Structure
- Setting Up and working with Project Resources
- Developing the Project Schedule
- Fine-Tuning the Project Plan
- Analysing and optimisation of the project schedule
- Tracking Progress on Tasks
- Organizing and Formatting Project Details
- Viewing Project Information and Reporting on Projects
- Sharing Project Information with Other Programs

## Key Learning Outcomes

1. Managing the Project with Advanced Techniques
2. Templates & Atomisation
3. Printing Project Information

## Benefits for you

- Get comfortable with the Ribbon (Fluent User Interface) and the various project views
- Set the project scheduling constraints
- Create the Work Break Down Structure
- Develop the project's cost, capture progress and report on your projects.

## Trainer



**Mr. Andreas Solomou** is actively involved in the field of project management and education for more than 18 years. He has successfully managed a large number of product development projects as well as educational programs and currently works with private as well as government organisations as an external project manager and consultant. He is a Certified Project Manager (PMP®, PRINCE2) and he holds an MCTS (Microsoft Certified Technology Specialist) certification for managing projects using information systems. He is an associate instructor and visiting lecturer at various academic institutes and an author of two project management related books, one of which has been approved as an official course material for ECDL's Project Planning examination module.

## Programme Fees

Gross Fee:	€190,00
HRDA Subsidy:	€0,00
Net fee (after subsidy):	€190,00

**\*No VAT is charged due to CIIM's non-profit status.**

**Fees include tuition, educational materials, lunch, coffee breaks and refreshments.**

## Special Discounts %

### 10% Discount

- **Early booking discount** for registrations submitted 2 months prior to commencement of the programme.

- **For 2 registered employees** attending from the same organisation.

### 15% Discount

- For **CIIM students** and **Alumni** after the subsidy or 25% discount on programmes which are not subsidized by the HRDA. Terms and Conditions apply.

- **For 3 or more** registered employees attending from the same organisation.

- **For unemployed individuals** on the fee before the subsidy and can remit their payment in instalments. Additionally, they will have the opportunity to liaise with CIIMs' Careers Consultant and register their details in the Executive Recruitment Database. Terms and Conditions apply.

## Contact Us

For more information on our open programmes or on our customised learning solutions, please contact:

T: 77 77 24 46,

Email: [execadmin@ciim.ac.cy](mailto:execadmin@ciim.ac.cy)

## CIIM EXECUTIVE EDUCATION CENTRE

- ▶ CIIM Executive Education Centre provides a dynamic learning and scientifically inspired environment in which learners receive a transformational learning experience.
- ▶ Our training sessions are meticulously planned by our trainer and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, and so is ours, so our goal is to best prepare you while taking up the least amount of your time possible.
- ▶ Our aim is always positively affecting performance through learning and development.

## ACCREDITATIONS

