



MILESTONE
CONSULTING GROUP

is proud to offer

YJTJ (Your Job Tool's Job)™

Enterprise Project Management



Microsoft®
Project 2010



Course Overview:

The Milestone “Microsoft Project Professional 2010” course is a 3-day, hands-on class that integrates the use of Microsoft Project Professional, Microsoft Project Web App, and Project Server. This course provides students with a detailed understanding of the core foundation of Microsoft Project based on globally accepted Project Management Institute (PMI) principles for project management and proven Microsoft Project best practices. Students will learn best practices for initiating, planning, executing, monitoring and controlling, and closing projects by assuming the primary roles of Project Manager and Project Team Member throughout the course. New features of Microsoft Project 2010 will be introduced during the class.

The Microsoft Project 2010 release is more Office-like than its predecessors and offers many new features including User controlled scheduling, Timeline view, and the Team Planner. The Milestone course incorporates these features and is designed for all levels of Microsoft Project experience. Prospective students should have good PC skills and a basic understanding of project management. Previous exposure to Microsoft Project desktop tool is beneficial.

Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.

Course Approach and Objectives:

Aligned with PMI best practices, the Microsoft Office Project Professional 2010 class is structured so that students are immediately productive upon return to their offices. The course will take students through some typical project scenarios from beginning to end, rather than discuss features students are not likely to use on a frequent basis. The ultimate goal of the class is to help students use the tool to help manage projects, rather than make Microsoft Project the project.

The objectives of the class are:

- To describe the core foundation of Microsoft Project, and to acquire initial skills required to begin building upon that foundation
- To effectively utilize Microsoft Project in applicable phases of a normal project life cycle process
- To effectively utilize Project Web App for tracking, updating, analysis, and reporting
- To investigate basic principles of project management
- To define and meet student objectives

Certification:

Milestone Consulting Group, Inc. is a PMI Global Registered Education Provider. All certified participants will receive 20 PDUs for attending the class.

Accreditation:

This course is accredited for collegiate credit (3 credit hours) and is typically available for tuition reimbursement. Information is available by contacting allisonf@milestoneconsultinggroup.com.

Logistics Information:

Class will start at 8:30am and end at around 4:30pm each day. The class will be held at the Milestone offices at 4666 Slater Road.

Directions from Minneapolis:

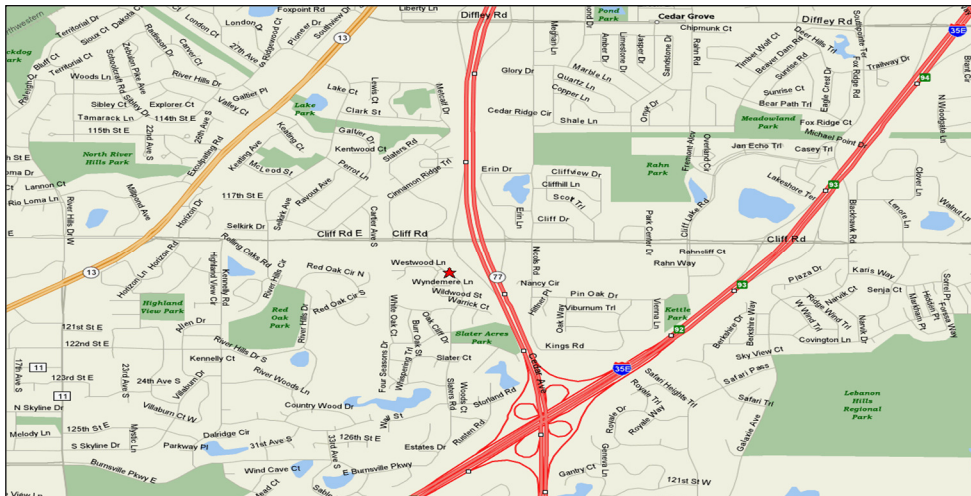
- Take 35W S to 494 E - toward St Paul.
- Merge onto MN-77 S / Cedar Ave via Exit 2C.
- Take the CR-32 / Cliff Rd exit.
- Turn Right onto Cliff Rd / CR-32 W.
- Turn Left at the first light onto Slater Rd.

Milestone Consulting Group is located at the Wentworth Park offices on the LEFT in approximately ¼ of mile (second left)

From St. Paul

- Take 35E south to the Cliff Rd exit - CR-32 W via Exit 93.
- Turn right (north) onto Cliff Rd. Follow Cliff Rd to Slater Rd.
- Turn Left (at the first light after you cross MN-77) onto Slater Rd.

Milestone Consulting Group is located at the Wentworth Park offices on the LEFT in approximately ¼ of mile (second left)



Cancellation Policy:

Cancellations received 14 days or more prior to class will either be refunded 75% of the student fee or can be rescheduled to the next open enrollment class. Cancellations less than 14 days prior to the class will forfeit the student fee. Milestone Consulting Group may need to cancel or reschedule any class not meeting minimum registration requirements. If this occurs, we'll contact you 2 weeks prior to the course start date to reschedule or refund your fees. When a course is cancelled, Milestone Consulting Group assumes no responsibility to refund incidental expenses.

Registration Form

Student Information:

Class Date:	
Name:	
Company Name:	
Street Address:	
City, State, Zip	
Phone:	
E-mail:	
Position:	
MS Project Experience:	Novice <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Experienced
Are you a PMP?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please complete and fax to 952-400-7851. Questions? Call 952-400-7886.