

# Microsoft Project Surgery



## course factsheet

duration	One day
availability	Company course listing
course overview	<p>Practical workshops providing refresher training / consultancy on how best to configure and manage real company projects .</p> <p>YOU SET THE AGENDA.</p>
designed for	<p>People currently managing projects or using Microsoft Project software and wanting to consolidate what they already know, related to their own company's projects.</p> <p>Supports the following Microsoft Project versions:</p> <ul style="list-style-type: none"><li>• Office Project 2007/2003/2002 Standard</li><li>• Project 2000</li></ul>
prerequisites	<p>Some formal knowledge of project management and software applications is required to get the most benefit from the time spent. Successful completion of one or more of the following would be an advantage:</p> <ul style="list-style-type: none"><li>• Project Management Essentials</li><li>• Microsoft Project Essentials</li><li>• Project Mentor</li></ul>
follow on learning	None applicable

## surgery objectives

As a surgery's agenda is open, you can determine just what you want to get out of the day (or days). What you will end up with is a greater understanding in how project management and software techniques can be best utilised. The surgery is an opportunity to build on the practices that you already have, fine-tuning and refining to make procedures more and more efficient.

## sample agenda

- Best ways to specify the project (or projects)
- What level of planning detail is required?
- How best to utilise resources
- What reports suit which recipients?
- How to capture actual work
- How best to replan remaining work