



# MILESTONE CONSULTING GROUP EDUCATION OFFERINGS

<b>Microsoft Office Project Professional 2007</b>	<p>Microsoft's newest versions of Microsoft Project and Microsoft Project Server have a significant number of exciting enhancements that provide more information, provide more control, and more usability to the EPM suite of tools. This is a 3-day, hands-on, interactive class designed to teach students how to be productive with the new suite of tools. Utilizing Milestone's successful YJTJ (Your Job Tool's Job)<sup>™</sup> techniques coupled with globally accepted Project Management Institute (PMI) principles, students are introduced to best practices for initiating, planning, executing, monitoring and controlling, and closing projects using Microsoft Project and Microsoft Project Server.</p> <p>This course has been designed for all levels of Microsoft Project experience. Prospective students should have good PC skills and a basic understanding of project management. Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.</p>
<b>Microsoft Office Project Professional 2003</b>	<p>Milestone will continue to offer its highly acclaimed Microsoft Project Professional 2003 class for those students who are working with the 2003 suite of tools. This is a 3-day, hands-on, interactive class designed to teach students how to implement best practices for initiating, planning, executing, monitoring and controlling, and closing projects with Microsoft Project and Microsoft Project Server. Utilizing Milestone's successful YJTJ (Your Job Tool's Job)<sup>™</sup> techniques coupled with globally accepted Project Management Institute (PMI) principles, students are introduced to best practices for initiating, planning, executing, monitoring and controlling, and closing projects using Microsoft Project and Microsoft Project Server.</p> <p>This course has been designed for all levels of Microsoft Project experience. Prospective students should have good PC skills and a basic understanding of project management. Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.</p>
<b>Microsoft Office Project 2003 Schedule Tune-Up</b>	<p>Milestone's latest class offering for Microsoft Project 2003 allows students to apply the YJTJ (Your Job Tool's Job)<sup>™</sup> techniques and Project Management Institute (PMI) best practices to their own project schedules! By bringing actual project schedules to the class, students will be able to apply these principles and concepts directly to their project schedules while having access to an expert instructor and mentor. This 2-day class is hands-on, interactive, and focuses on building schedules that are easy to communicate and maintain.</p> <p>The class is targeted to Microsoft Project users looking to improve the structure of their schedules in an effort to spend more time managing projects and less time working Microsoft Project. Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student. Students should bring a Microsoft Project schedule.</p>
<b>Microsoft Office Project Professional 2003/2007 - Coaching &amp; Mentoring</b>	<p>This area of instruction is offered as a one-on-one session with Project Management staff that have completed Milestone's Microsoft Project Professional 2003 or 2007 course. These sessions allow each student to discuss situations and challenges they experience under the mentoring and guidance of a Milestone trainer. Individuals are able to address real world issues and work through obstacles. These sessions are scheduled on an individual basis and are delivered in two-hour minimum increments.</p>
<b>Accidental Project Managers</b>	<p>This class is designed for individuals who may have significant business experience; however, they have not previously held the formal role of project manager. Individuals attending this course will receive training in formal project management. Milestone has created this two day course utilizing PMI best practices to demonstrate a path through a typical project life cycle to enable new Project Managers to be immediately productive. The course introduces the new project manager to many of the concepts, tools, and techniques involved in project management without being overwhelming.</p>
<b>Project Management Overview</b>	<p>Project Management is a complex subject with its own vocabulary, terminology, and concepts. Unless an individual has been involved with project management consistently, that person may be out of practice with many of the skills, and may be completely unfamiliar with some of the newer concepts. Designed as a half-day pre-cursor to Milestone's Microsoft Project classes, this course refreshes the student's knowledge of project management and lays the foundation for utilization of Microsoft Project as a tool to facilitate managing projects.</p>



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Microsoft Office Project 2003 Fundamentals	Microsoft Project can be intimidating to the novice user. While Milestone's other courses accommodate the new Project user, this course offers fundamental skill training in using Microsoft Project. Navigation, keyboard, and mouse skills are emphasized to ready the new user for a course in Microsoft Project. Designed for Project 2003, this course can easily be substituted for Project 2007. Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.
Microsoft Office Project 2003 (non EPM)	<p>Many organizations use Microsoft Project as a stand-alone tool on the desktop rather than in an EPM environment. While many of the concepts of Microsoft Project are the same between the desktop and the EPM versions, there are some subtle differences that require attention.</p> <p>This 3-day course is designed for the project manager who wishes to use Microsoft Project in a non-EPM environment as a scheduling tool on the desktop. Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.</p>
Microsoft Office Project Web Access 2003	For the organization that is implementing a large-scale deployment of Microsoft Project 2003 EPM, it is critical to instruct all team members how to use the new tools. This two to three hour course focuses on time entry and collaborative uses of Project Web Access (PWA). This course can be offered either in a seminar style or a hands-on training class, depending on the organization's needs. Milestone provides the interactive training environment for each student by providing the training facility and, if the hands-on option is chosen, a fully configured laptop for each student.
Microsoft Office Project Web Access 2007	For the organization that is implementing a large-scale deployment of Microsoft Project 2007 EPM, it is critical to instruct all team members how to use the new tools. This two to three hour course focuses on time entry and collaborative uses of Project Web Access (PWA). This course can be offered either in a seminar style or a hands-on training class, depending on the organization's needs. Milestone provides the interactive training environment for each student by providing the training facility and, if the hands-on option is chosen, a fully configured laptop for each student.
Microsoft Office Project Professional - Advanced Concepts	The MS Project – Advanced Concepts course will be offered to more highly skilled users of Microsoft Project. This course provides an in depth discussion on the more sophisticated aspects of Microsoft Project including Critical Path Analysis, Earned Value Analysis, and Advanced Scheduling. This class requires previous completion of one of Milestone's Microsoft Project Professional courses. <b>Available Fall 2009.</b>
Planning, Deploying, and Managing an Enterprise Project Management Solution	<p>Taught by Milestone instructors, this is the Microsoft Official Curriculum 2732A course to instruct students how to plan, deploy, and manage a Project 2003 Enterprise solution. The 5-day, hands-on course goes into depth on planning, installation, configuration, and on-going maintenance of a Project 2003 installation.</p> <p>This course has been designed for the project server administrator who needs to increase their knowledge and skills in planning and implementing Microsoft Office Project Server 2003. Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.</p>