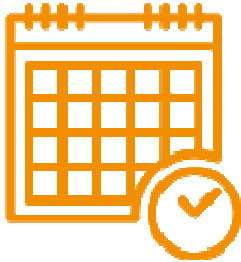


## Training in French and English



### Duration

A 1-day interactive course with exercises.

### Prerequisites

Use Windows.

### Main goal

Knowledge of the functions of the software to consult and understand a schedule.

Consolidate several sub-projects to get a global vision and synthesis of a department's projects.

### Participants

Manager, project members or any person having to consult project planning.

### Course Overview

Tools and methods to schedule and drive a project in brief

Reminder of menus, tools and screen ergonomics

Method used for tasks organization

Saving, initial planning and project summary

Method used for resource allocation

Gantt customization: critical path, progress curve, ...

Customization of tables, drop-down lists and calculated fields

Filters and groups

Prints, reports and pictures

Consolidation and sub-project