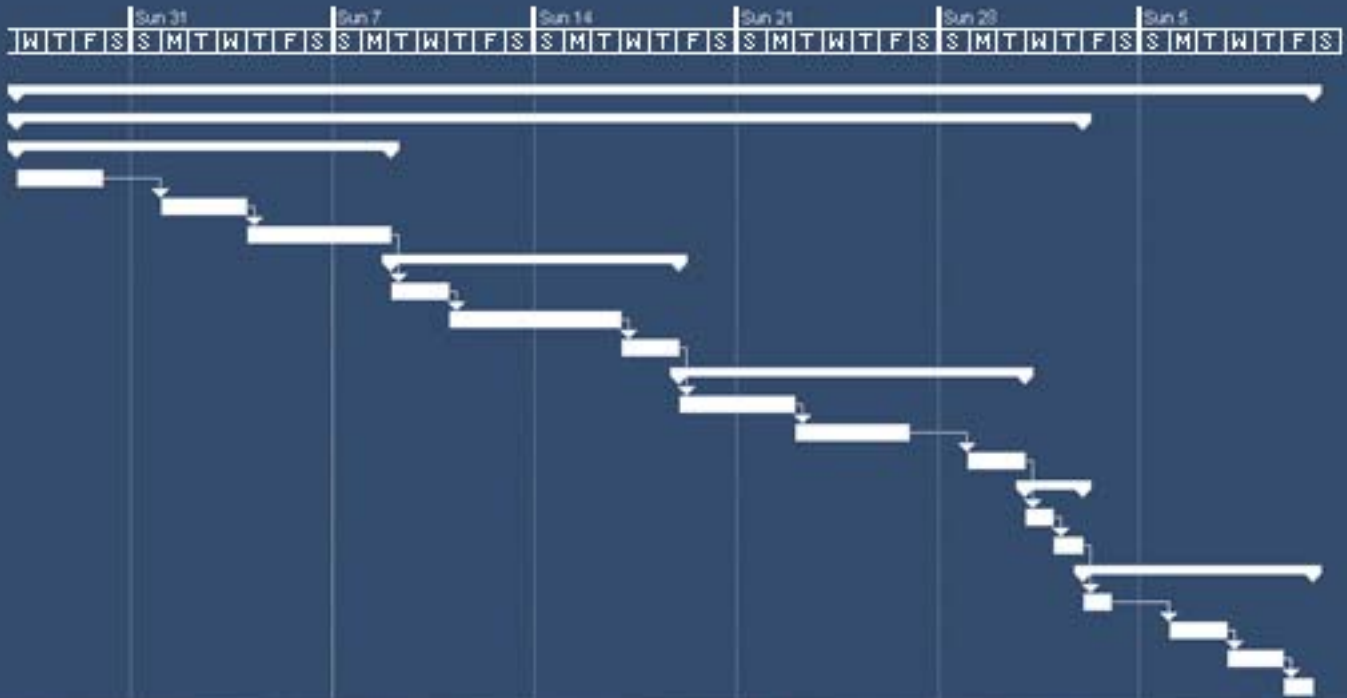




PROJECT CORE CURRICULUM



Project Core Curriculum

VR Data Systems offers our Project Core Curriculum to any individual seeking education and training in Microsoft Project 2002*. Courses in this curriculum are designed to satisfy the needs of two audiences: novices that have little or no knowledge of Project; and, knowledgeable users who would like to learn about the advanced functionality of Project for more efficient usage or who would like to augment the built-in capabilities of Project programmatically by using Visual Basic for Applications (VBA).

Courses in this curriculum teach students how to use Microsoft Project to accomplish project management tasks. Although many topics and aspects of project management will be covered, these courses are not geared toward the theoretical concepts of project management, nor do they promote any particular philosophy of project management. In the near future, VRDS will offer a Project Management Curriculum that will teach Project Management.

*NOTE: Although all courses in this curriculum are geared toward Project 2002, VRDS will customize these classes based on older or newer versions of Project at your request.

Courses

Code	Course Title	Length
PCC-800	Introduction to Project	2 Days
PCC-805	Intermediate Topics in Project	2 Days
PCC-810	Custom Development in Project using VBA	1 Day

Customized Courses

VR Data Systems will customize any course(s) to suit the unique business requirements of our clients. From the modification of standard curriculum to new course development, we will provide the education and training your organization needs to be more productive in today's competitive environment. Ask a VR Data Systems representative for more information.

In addition, VRDS will work within your busy schedule to accommodate your time frames and deadlines. For example, we can split up any multiple-day course into individual one-day sessions that can be held on any weekday and/or weekend, or even conduct half-day sessions during morning, afternoon or evening hours.

About VR Data Systems, Inc.

VR Data Systems, Inc. (VRDS) is a training and consulting firm that specializes in Quality, Statistics, and Data Analysis. For more than 15 years, we have offered comprehensive, hands-on curricula for professionals at any experience level in numerous industries, including Pharmaceutical, Clinical, Manufacturing, Financial, and Software & Hardware Development. Our courses are taught by seasoned instructors who possess long-term expertise in their respective fields – from Sales and Marketing to Finance and R&D.

Project Core Curriculum

PCC-800 Introduction to Project

Length: 2 days

Course Goal

Upon completion of this course, the student will understand how to use Microsoft Project to design, implement and track their project plans. In fact, class participants will provide their organizations with an exceptional return on investment from what VRDS believes to be the most powerful, information-packed and cost effective Introduction to Project course offered anywhere.

Course Description

This course teaches Project fundamentals, including the program's interface and its use for entering, manipulating and formatting project plan elements such as tasks, schedules and resources. In addition, the student will learn how to represent and work with their project plan in both data and visual formats. Finally, this course will teach the student to look at critical paths to analyze any bottlenecks in their plan to better balance cost, time and resources.

Broad Topics

- Introduction to project management
- The project triangle: schedules, cost and scope
- Knowing your way around Microsoft Project
- Setting up a new project
- Entering and organizing tasks
- Working with scheduling requirements
- Assigning resources and costs to tasks
- Working with critical paths
- Manual and automatic formatting
- Basic reporting
- Printing basics
- Exporting and importing data using external sources
- Customizing the Project GUI

Target Audience

Any project manager or individual who needs to setup and manage a project plan. This course is perfect for MBA students, managers and anyone else who needs to learn how to use Project quickly and cost-effectively.

Prerequisites

Although this course will teach basic project management concepts along with MS Project, its focus is on the tool and not the topic of project management. Basic knowledge of project management is recommended.

"If you fail to plan you are planning to fail."

-- Various

Contact VRDS

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(888) 291-6501

Visit
<http://www.vrds.com>

Project Core Curriculum

PCC-805 Intermediate Topics in Project

Length: 2 days

Course Goal

Upon completion of this course, the student will understand advanced techniques within Microsoft Project that will allow him or her to implement and manage project plans more efficiently.

Course Description

This course picks up where PCC-800 (Introduction to Project) leaves off. Students will take their basic knowledge of Project to the next level by learning powerful progress tracking techniques, working on multiple projects, using collaboration techniques and more powerful reporting techniques, and finally, learning how to troubleshoot their project plans. In addition, students will be taught how to customize functionality in the Project interface with macros.

Broad Topics

- Project management essentials
- Review of the basics
- Advanced reporting
- Sorting and filtering data
- Working with baselines
- Tracking progress
- Troubleshooting a project plan
- Resolving resource assignment problems
- Project plan collaboration
- Working with multiple projects
- Working with other applications
- Publishing a project plan on the web
- Introduction to macros

Target Audience

This course is a must for any individual who is looking to explore more advanced functionality in Project.

Prerequisites

PCC-800 (Introduction to Project) or equivalent knowledge is a must. Although this course will teach project management concepts along with MS Project, its focus is on the tool and not the topic of project management. In addition to PCC-800, basic knowledge of project management is recommended.

"Powerful project managers don't solve problems, they get rid of them"

-Anon

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Project Core Curriculum

PCC-810 Custom Development in Project using VBA

Length: 1 day

Course Goal

Upon completion of this course, the student will understand how to programmatically extend Project using Visual Basic for Applications (VBA).

Course Description

This course teaches how to programmatically extend Project beyond the graphical user interface using VBA. The course starts with simple VBA concepts, familiarizing students with Project macros, and quickly progresses to more advanced topics, including working with the Project Object Model, as well as events and debugging techniques.

Broad Topics

- The VBA environment
- Understanding macros
- Customizing macros
- Error handling
- Debugging techniques
- Working with the Project Object Model (POM)
- Working with forms
- Working with data
- Working with events
- Group project

Target Audience

This course is for any individual who is looking to go beyond the limitations of the Project GUI and explore the full capabilities of the program. This course is primarily for developers and other technical individuals who are familiar with the Visual Basic language and object-oriented programming concepts.

Prerequisites

Development experience and knowledge of the Visual Basic language or the Visual Basic scripting language is a must. However, this course can be extended by request to two days to teach the VBA language to individuals with development experience.

“What we do is never understood, but only praised and blamed.”

-- Friedrich Nietzsche

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