

Training Microsoft Project users at every level

HMS has trained project management personnel since 1984.

Training personnel in the proper use of epm tools is essential to the success of any EPM deployment. Without proper training in the functionality of the system and in the particular method of use defined by the epm process, the system is at risk of degrading to a situation where each individual user is using the system as a desktop application and not collaborating with the enterprise process. HMS provides primarily on-site training in project management methodology and in the use of MS Project covering both Microsoft the Project Professional and Project Web Access interfaces.

Our Microsoft Project training is divided into roles. We've identified some of the areas of a Microsoft EPM Solution deployment in each area below. Obviously not every user needs each type of training. Training in this area is tailored to the use of the product and is delivered by an HMS Software trainer.

Fundamentals of Project Management (2 days)

This course is an overview of the basic concepts of project management. It provides the theory and core methodology needed to manage projects or participate on project teams.

This course does not make use of any project management software application; rather it focuses on the concepts you must know in order to use a project management application effectively.

EXECUTIVE TRAINING (1 DAY)

Our executive level training for Microsoft Project starts with an overview of the executive impact in the project management process. Functional training focuses on Portfolio Analysis and Portfolio what-if modeling and is exclusively done through the Project Web Access interface

PROJECT MANAGER PROFESSIONALS (3 DAYS)

This is our most comprehensive Microsoft Project training package. Over the 3 days, our senior instructor will focus on using both the Project Professional and Project Web Access interfaces. Lessons include aspects of planning, resource allocation and leveling, project tracking against a baseline, costing, an earned value overview, reporting, document and issue tracking and more. This course is designed for those who are already familiar with Microsoft Project and have a good grasp of project scheduling.

TEAM MEMBERS (1 DAY)

Our training for team members focuses on the Project Web Access Interface. Team members are shown how to update projects through the web and how to access various information in the multiple views. Document and Issue tracking is also covered. Additional lessons cover e-mail, notification, the Home page, updating tasks and timesheets and submitting status reports.

Resource Managers (1 Day)

In addition to our standard classes, HMS can provide training specifically designed for resource managers. The extensive resource management functionality now found through the Project Professional and Project Web Access interfaces provide a rich home for Resource Manager access to project data. Lesson plans for this course are custom designed based on individual requirements but cover: a resource overview, resource availability definitions, resource breakdown structures (RBS), skill scheduling, resource allocation, resource leveling and capacity planning at the portfolio level.

Administrators (2 Days)

In addition to our standard classes, HMS can provide customized training for Microsoft Project Administrators. Lesson plans for this course are custom designed but can cover: a system overview, the security model, maintenance procedures, creating new views and, interfacing with other systems.

HMS Software

a Microsoft Project Solution Provider



About HMS Software

HMS Software, a division of Heuristic Management Systems Inc., is a wholly Canadian-owned company with headquarters in Montreal and additional offices in Toronto, Canada. Since its inception in 1984, HMS has specialized in the automation of project control environments. Its commitment is to providing solutions for project management organizations.

Founded originally as a consulting firm, HMS Software has maintained its technical orientation throughout the years. Staff in all areas of the organization, from Marketing to Technical, have in-depth project management knowledge and the enabling technologies that make our automated solutions possible. HMS's offerings include project management software, training, consulting and technical support.

In 1993 HMS Software launched **TimeControl**, an electronic project-oriented timesheet system designed for organizations who must track project labor hours. TimeControl is designed to link to both Microsoft Project and major finance or ERP systems simultaneously. TimeControl is now being used by major organizations all over the world.

HMS has been a Microsoft Project Solution Partner since 1995. HMS Software's Microsoft Project solutions include both TimeControl and implementation and training services for MS Project. As a Microsoft Project Solution Partner, HMS enjoys access to partner-level training and materials which ensure we are providing our clients with the very latest news for Microsoft Project users.

Through its offices in Canada and a network of agents, alliance partners and distributors throughout the world, HMS Software is able to provide technical expertise, high-quality consulting and training and, of course, software to project organizations all over the world.

HMS Software is proud to count among its clients some of the world's major corporations including: HMS Software is proud to count among its clients some of the world's major corporations including: Acergy, Alcan, the Atlanta Airport, Ericsson, John Deere, Kelly Services, Lockerbie and Hole, Motorola, Organon, Standard Life, Toronto Transit Commission, Transcontinental Printing, Volvo Novabus and hundreds of others.

For more information, contact:

HMS Software

1000 St. Jean, suite 200

Pointe Claire, Quebec H9R 5P1

Tel: 514-695-8122

Email: info@hmssoftware.ca

Web: www.hmssoftware.ca

HMS Software can get your organization up and running with Microsoft Project on the fast track.

Problem: Your organization has used Microsoft Project for a long time but usage is restricted to desktop use only, now the company is moving towards enterprise project management using Microsoft Project and Project Server.

Solution: HMS will train your personnel in the differences between Project and earlier versions and in how to work together as a collaborative project organization.

Problem: Your resource managers need to know how to get the most out of MS Project's resource management functions

Solution: Let HMS customize a Resource Manager course to match how your organization manages resources. HMS instructors have experience in most matrix organization and resource-centric project environments and can share that experience in courses with you.

Problem: Management is determined to get real-time access to the enterprise project management for global resource capacity planning.

Solution: HMS provides executive training to optimize how management can get the most out of MS Project features for Project Portfolio Management and Resource capacity planning.

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