



MICROSOFT

Outlook 4 Projects

Who Should Attend:

This program is ideal for workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use MS Outlook and are not optimizing this powerful software. This course is intended for WorkingSm@rt using MS Outlook graduates who need to track and communicate the impact of change for an existing project plan and have chosen not to use a dedicated project management software. This program is ideal for small to medium sized projects where only basic reporting is required. Basic project management experiences is helpful however, not necessary.

Format:

- 1-day instructor-led session or
- Two 2-hour web-based virtual classroom sessions

Tools Provided:

- Comprehensive Learning Guide
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- Project Planning Breakthroughs

Manage both Operational and Project work in one place

Receive practical hands-on skills instruction to help you absorb and apply proven techniques for tracking and managing projects using your Microsoft Outlook.

This course will help you:

This course will provide you with the knowledge, skills and tools to effectively manage those projects within the familiar interface of MS Outlook. Managing both Operational and Project work in one place will enhance your ability to stay in control of follow-ups, commitments and important deadlines.

Prerequisite course:

- WorkingSm@rt using Microsoft Outlook

A Better Way To Work

Priority Management - Ottawa
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Synopsis:

Outlook4Projects

Unit 1: Managing the Two Worlds of Work

- Have a better understanding of the challenges of managing the Two Worlds of Work
- Become better acquainted with the world of Project Management
- Be introduced to key project planning practices and essential project planning tools

Unit 2: Setting-up Outlook to Manage Projects

- Create the Outlook4Projects toolbar to help you better manage project items
- Know how to work with views
- Know how to create custom task views

Unit 3: Getting Started on Your New Project

- Create Project Files to manage your project data
- Setup a new Project Communication File
- Enter key information in your Communication File
- Assign and link resources to your project

Unit 4: Managing Project Tasks

- Enter tasks from the Project Tasks Entry Table
- Create project tasks from your emails
- Work with custom task views
- Know how to create custom fields
- Format columns and change how information is displayed

Unit 5: Managing Project Communication

- Discover ways of tracking communication in your project Communication File
- Know how to assign project categories to emails Sent and Received
- Be able to send manual status reports
- Communicate easily with task delegators and delegates

Unit 6: Tracking & Reporting on Project Activities

- Know how to update the status of your project tasks
- Quickly find all Outlook items associated with your project
- Print Project Task views to report on your tasks
- Export project task information into Outlook4Projects reports
- Understand how to use and customize Outlook4Projects reports

Unit 7: Back at the Workplace

- Review the potential obstacles to implementing the Outlook 4 Projects methodology and identify solutions
- Conduct a learning review



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