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:

- Full day or two half day instructor-led sessions, in class or online

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

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Detailed Synopsis:

Outlook4Projects

The Priority Management Outlook4Projects Workshop was developed for those who need to manage small to medium size projects and have chosen not to use project management software. We will provide you with the knowledge, skills and tools to effectively manage projects within 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.

Unit 1: Managing the Two Worlds of Work

In this unit, we will discuss the challenges of managing both operational and project work. We will introduce you to strategies that are based on best practices from both the WorkingSm@rt using Outlook workshop and the Project Planning Breakthroughs workshop.

Unit 2: Setting Up Outlook to Manage Projects

You will learn how to use some of the most advanced functions in Outlook to effectively manage projects. You will also learn how to create custom views to effectively manage project tasks.

Unit 3: Getting Started on Your Project

We will show you how to make use of a custom Project Communication file to setup your projects. This file will allow you to keep track of all relevant information and communication in one central location.

Unit 4: Managing Project Tasks

Working with a case study, you will learn how to input project tasks into Outlook. You will also learn how to manage your tasks working with various task views and to customize your task views to meet your specific needs.

Unit 5: Managing Project Communication

Find your information faster! You will learn how to keep track of project information. We will explore strategies for tracking and finding project emails and tasks. We will also see how to share information and delegate tasks to team members.

Unit 6: Tracking & Reporting on Project Activities

Your ability to know where you are, at any given point and communicate this to all stakeholders, is critical to your success in project management. We will explore various processes for reporting on project and task status. These reporting methods will save you time and allow you to keep everyone informed and equipped to make timely decisions.

Unit 7: Back at the Workplace

In this unit, we will discuss potential obstacles to the implementation of Outlook4Projects and will identify solutions to these challenges. We will also look at strategies for quick and effective implementation back at the workplace.

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