



Smartsheet for Project Managers

Getting to Grips with Project Management in Smartsheet

James Rezin our Training Manager says:

With the latest feature upgrades from Smartsheet, which now includes Critical Path, Update to Milestones, Timeline in Hours & Minutes and Control of working and non-working time, there is a lot to learn.

“A well designed Project Plan can be a huge boost to the control and management of your projects and will put you in full control!”

This is an excellent course for Smartsheet Project Planners and those converting from other systems, particularly MS Project or Excel.

Delivered either at your premises

Open or Online - Course includes hands on discovery for up to 8 people.

**Delivered as a One Day (fast paced) or Two Days (more detailed) course
Choice of Courses and locations**

**£850 for up to 8 delegates on your premises or
£250 per delegate Open Course (£350 in London) OR
£250 for 5 hours of Online training over 4 sessions**

Book your [Smartsheet for Project Managers course](#)

Open Courses in London Leeds or Southampton - [Contact us](#) for list of vacancies and Dates

All amounts are Plus VAT @ 20 % for Clients in the UK- Zero % clients outside UK.

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***Getting to Grips with
Project Management in Smartsheet
(includes July 2015 Upgrades)***

Course Outline

Herewith the course outline, but remember we are here to help you to do your job more easily so the course will be tailored to suit what you wish to get from it.

- Introduction to Smartsheet - User Familiarisation
- Orientation - Basics inc overview of the screen and controls
- Useful tips, switch on and off, where to find Smartsheet technical help
- Setting up your dashboard inc. Workspaces and Folders
- Help and advice on Project Planning best practice
- Organizing work, designing Sheets and Workflows
- Accessing Templates and creating your own
- Owned by / Shared to / Update Requests, Reminders/ Alarms
- Import Contacts for collaboration
- Import a sheet from Excel, Google or Microsoft Project
- Create Design and Share a Project Sheet
- Entering Tasks with Durations and understanding Dependencies
- **Control of working and non-working time**
- Creating a work breakdown structure
- Working with Start & Finish dates, **Critical Path and Baselines**
- Enabling / Disabling Resource planning functions
- Creating views of Resources utilised and resolving issues highlighted
- Gantt Chart Settings and controls inc. colour formatting
- Setting up and using Smart Formulas to produce desired results
- Create Reports that reads across all of your Projects
- **Creating Reports for Milestones**, Completed or Overdue Tasks
- Portfolio View / Sky View - a Dashboard view of your business KPIs
- SmartStats and SmartGraphs from data collected in Smartsheet

Finally, we conclude by Summarising opportunities and suggestions for further Smartsheet development with colleagues present and managers.

See also our “Smartsheet Discovery” course.

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