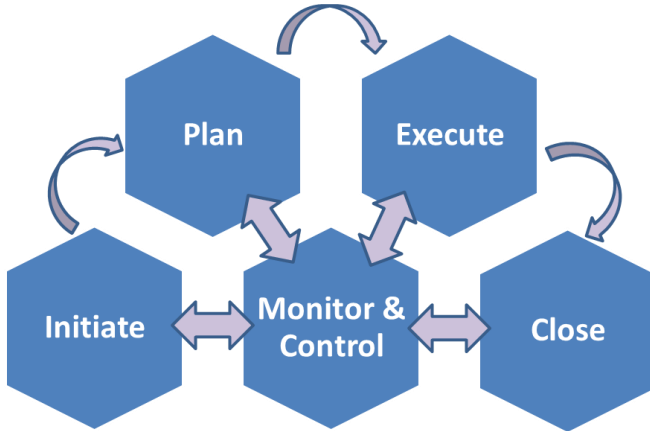




### BlackBox Migrations, LLC

BlackBox Migrations, LLC, doing business as BlackBox Partners (“BlackBox”), is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that offers solutions to industry and government. BlackBox offers solutions that fit practical business needs:

- **Project Management**
- **Database Management**
- **Professional Training**
- **Value Added Reselling**



### BlackBox Project Management Training

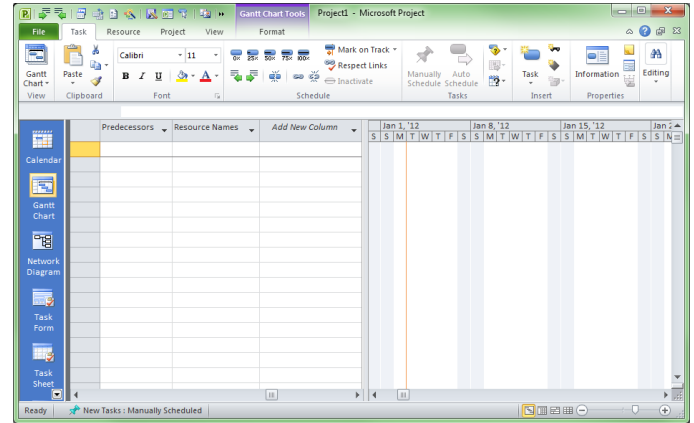
Organizations have a need keep skills in alignment with needed work processes. They must also develop their staff to work effectively with the people and processes that are essential to project success.

All training tasks require a strong model for understanding human interactions and development. BlackBox is a Registered Education Provider with the Project Management Institute (PMI®) and offers courses that are aligned with PMI methodology and processes. For people and communications classes BlackBox draws upon the research and paradigms of Myers-Briggs Type Indicator (MBTI®) in framing facilitated sessions and coaching relationships that leverage the natural strengths of the participants.

BlackBox offers a core set of courses in Project Management aligned with PMI® processes, techniques, and standards:

- **Introduction to Project Management**
- **Advanced Risk Management**
- **Introduction to Microsoft Project**
- **Advanced Time & Cost**
- **Writing Statements of Work**

Training should be aligned with the work, processes, and templates of the host organization. BlackBox spends the time to meet students in their local industry context, using examples from the work of the participants.



### Introduction Microsoft Project (1-day)

This course is a one-day introduction to Microsoft Project 2010. It is designed for learners who have had a significant need for structured planning of scope, resources, time, and cost in a project environment. The class introduces students to the MS Project environment, navigation and option setting within that environment. The class also deepens understandings of the establishment of scope elements in a Work Breakdown Structure arrangement, time constraints, resources of varying types, and the elements of cost on a project. This is a hands-on course using student laptops with MS Project.

### Competencies Addressed:

- **Project Management**
- **Techniques of Scheduling**
- **Tools of Project Management**

### Prerequisites:

- **Understanding of project work and environment**
- **Laptop for use during in-class exercises**
- **MS Project 2010 (at minimum a trial version) installed on laptop**
- **Familiarity with the MS Office environment**

### Benefits:

- **Understanding of the MS Project tool**
- **Deeper understanding of Project Management techniques**
- **Practice in setting up projects in MS Project**
- **Inputting elements of scope, time, and cost into MS Project**



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