

There's not much required in order to host a Schedule Associates project management or Microsoft Project, Project Server or Project Online class at your location. Here's all you'll need:

For Project Management Classes:

1. A room in which the class will be held
2. A flip chart (If hosting our *Project Management Principles & Practices* class, two or three flip charts in the room is even better.)
3. A projector (If none is available just let us know and we'll provide one at no additional charge.)
4. If a whiteboard is available in the room that's a plus, though not a requirement.

For Microsoft Project Classes:

1. A laptop or desktop for each participant*
2. The appropriate version (2007, 2010 or 2013) of Microsoft Project (can be either Project Standard or Project Professional) installed on each laptop or desktop or a license for Project Professional for Office 365 for each participant
3. Microsoft Excel installed on each laptop or desktop or a license for Office 365 for each participant
4. A room in which the class will be held
5. A flip chart
6. A projector (If none is available just let us know and we'll provide one at no additional charge.)
7. If a whiteboard is available in the room that's a plus, though not a requirement.

For Microsoft Project Server Classes:

1. A laptop or desktop for each participant*
2. The appropriate version of Microsoft Project Professional (2010 or 2013) installed on each laptop or desktop or a license for Project Professional for Office 365 for each participant
3. Microsoft Excel 2007, 2010 or 2013 installed on each laptop or desktop or a license for Office 365 for each participant
4. A web browser (Internet Explorer 8, 9, 10 or 11, or the latest released version of Google Chrome, Mozilla Firefox or Apple Safari)
5. A network connection for each class participant (Can be wireless.)
6. Each class participant should be set up in your Microsoft Project Server environment as a project manager and have access to the environment.

7. Either a temporary account in your Microsoft Project Server environment for use by the instructor or someone who is able to log in and then allow the instructor to work under their log in
8. An on-call IT support person who is familiar with the Microsoft Project Server installation and can assist with any technical issues that might arise
9. A room in which the class will be held
10. A flip chart
11. A projector (If none is available just let us know and we'll provide one at no additional charge.)
12. If a whiteboard is available in the room that's a plus, though not a requirement.

For Microsoft Project Online Classes:

1. A laptop or desktop for each participant*
2. A license for Project Professional for Office 365 for each participant if Project Professional will be included as part of the training
3. A license for Office 365 for each participant (in order to have access to Excel)
4. A web browser (Internet Explorer 8, 9, 10 or 11, or the latest released version of Google Chrome, Mozilla Firefox or Apple Safari)
5. A network connection for each class participant (Can be wireless.)
6. Each class participant should be set up in Project Online as a project manager and have access to Project Online.
7. Either a temporary account in your Project Online environment for use by the instructor or someone who is able to log in and then allow the instructor to work under their log in
8. A room in which the class will be held
9. A flip chart
10. A projector (If none is available just let us know and we'll provide one at no additional charge.)
11. If a whiteboard is available in the room that's a plus, though not a requirement.

*Detailed system requirements for laptops or desktops running Microsoft Project 2013 or subscribing to Project Professional for Office 365:

Processor	1GHz or faster x86/x64 processor with SSE2 instruction set
Memory	1 GB RAM (32-bit), 2GB RAM (64-bit)
Hard Disk	2 GB available
Operating System	Windows 7 or 8
Graphics	1024 x 576 or greater resolution

If any participants will be attending from remote locations then a speaker phone and method of sharing the instructor's desktop with the remote participants will be required.