

Microsoft Project

Level: Introduction

Duration: 2 days

This course is designed for users who need to be able to produce and progress a project plan, as well as those needing to gain an understanding of the basic concepts of Microsoft Project

Intended Course Content

- Introduction to Microsoft Project the package
- Exploring the views
- CREATING A PROJECT
- Summary information and its issues
- Setting calendars
- Entering tasks and milestones, using durations
- Outlining Tasks
- Establishing dependencies and precedents
- Lead and lag times
- Date constraints
- RESOURCES
- Creating, understanding and assigning resources
- Resource Calendars
- Scheduling with resources
- TRACKING
- Setting baselines
- Updating progress – tasks and resources
- Comparisons and variances
- MANAGEMENT
- Costs
- Controlling timings and finish dates
- Resolving conflicts
- COMMUNICATION
- Filters
- Printing, views and reports

Pre Learning Requirements

Ideally the delegates should have a good working knowledge of the Windows environment together with an understanding of Project Management techniques