

## Microsoft Project Foundation Course Outline

- Duration:** 1 Day
- Benefit:** This course is designed to provide individuals with the necessary skills and information to create a basic project plan. It will benefit Project Managers and Project Administrators who wish to know how to create efficient and cost effective projects.
- Objectives:** Upon completion of this course, attendees will be able to create a project plan using tasks and task relationships, add resources and view project information.
- Pre-requisites:** Attendees do not need any previous experience of Project but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.
- An understanding of Project Management concepts is beneficial but not necessary.

### ● Microsoft Project Basics

Microsoft Project concepts  
Using help

### ● Creating a Project Plan

Create a Project calendar  
Enter Project information  
Exploring the Project window

### ● Creating Tasks

Creating task lists  
Recurring tasks  
Inserting milestones  
Moving, copying and deleting tasks  
Grouping tasks  
Entering task notes  
Creating and editing task relationships  
Displaying the Critical Path  
Setting lead and lag times

### ● Managing Date Constraints

Date constraint types  
Creating date constraints

### ● Managing Date Constraints Cont.

Adding deadlines  
Using the constraints table

### ● Managing Resources

Creating resources  
Managing resource calendars  
Assign resources to tasks  
Use the resource graph to identify availability  
View and manage resource costs  
Managing effort driven tasks

### ● Finalising the Project Plan

Finalising schedules  
Saving a baseline  
Using Project views

### ● Filtering and Sorting

Working with standard and auto filters to view data  
Sorting tasks and resources

### ● Tracking Project Progress

Adding percent complete against tasks  
Inserting progress lines