

PROJECT FUNDAMENTALS

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Overview of Projects & Project Management

- ▶ What is a Project?
- ▶ Project Planning & Objectives
- ▶ Work Breakdown Structures

Getting Started with Project

- ▶ Navigating the Project Interface
- ▶ Opening & Navigating Project Files
- ▶ Working with Views & Tables
- ▶ Changing System Options
- ▶ Connecting to Project Web App & Publishing

Starting a New Project

- ▶ Setting Project Base Information
- ▶ Modifying the Base Calendar
- ▶ Outlining the Plan
- ▶ Manual vs Automatic Scheduling
- ▶ Inserting, Editing, Deleting, Moving & Copying Tasks
- ▶ Inserting Summary & Sub-Tasks
- ▶ Creating & Displaying Task Notes

Defining a Project Schedule

- ▶ Entering Task Durations & Elapsed Time
- ▶ Creating Milestone Tasks
- ▶ Dealing with Scheduling Issues
- ▶ Creating & Modifying Dependency Links
- ▶ Creating a 'Lag' Between Tasks
- ▶ What is a Critical Path & a Critical Task?
- ▶ Viewing Slack Time/Float

Simple Resource Scheduling

- ▶ Using the Resource Sheet
- ▶ Entering & Editing Resource Details
- ▶ Resource Availability & Holidays
- ▶ Basic Resource Assignments
- ▶ Using Resource Views to Resolve Conflicts

Completing Tasks

- ▶ Marking Tasks as % Complete
- ▶ Viewing Task Progress

Printing Project Plans

- ▶ Previewing & Printing Projects
- ▶ Controlling Page Setup

Course Duration: 1 Day

Price Per Delegate: £245
(Public Scheduled Course)

Price Per Course: £745
(On-Site at Customer Premises)

Suitable For:

Those who need to plan, design, create and manage project plans using Microsoft Project.

Learning Outcomes:

On completion of the course delegates will be able to create new project plans and modify existing plans including entering task and resource details, and using dependency links to produce logical schedules. They will also be able to maintain plans by entering progress information and prepare plans for printing.

Prerequisite Skills:

Delegates attending this course should have a working knowledge of one other Microsoft application and a general understanding of the principles of project management is desirable although not essential.