



Course Prerequisites

This is ideally suited for someone with little or no knowledge or experience of Microsoft Project.

This level is not suitable for someone who is very familiar with the software or who requires a more in-depth training course on the advanced features.

Training Approach

To facilitate the varied levels of knowledge across all learners we shall pick a generic project – unrelated to any specific department.

We shall therefore create a full project plan around the concept of “Building A House”.

Microsoft Project Core Level

Microsoft Project is a powerful project management tool which will assist anyone tasked with creating, administering and tracking a project.

This is not a “Project Management” course and will not address the theories and practices involved in project management.

This course will take you through all the main areas of the software package and will show you how to create and track a project from the start. At the end of the course you will be more comfortable using this project management tool and will be able to use it to schedule tasks and control resources and materials as well as track a project budget.

The course will specifically cover the following areas:

- Creating a new project from the start.
- Setting up the work calendars and individual schedules.
- Creating, importing and editing tasks.
- Understanding durations and milestones.
- Creating summary tasks.
- Scheduling and linking tasks.
- Creating resources such as people and equipment.
- Tracking costs of resources.
- Adjusting and managing resources.
- Formatting and printing your plan.
- Setting a baseline.
- Recording completions and administering the project plan.

Please understand that time is a factor in all training events and therefore we cannot work on individual participant projects during this course.

If the participant requires assistance in the setting up of a specific project this needs to be arranged through your manager in conjunction with the training department.

Course Details

1 Day Course
Start Time: 9:30am
Finish Time: 4:00pm

