

Microsoft Project Foundation

Intended Audience

This 2-day course has been designed for proficient users of Windows who require a good grounding in the essential features of Microsoft Project. Exposure to project management terminology, although useful, is not essential. Delegates will learn how to Plan, Design, Resource and Manage projects using the extensive features of MS Project. The course is suitable for Project 98 or 2000 users.

Course Topics

- Introduction to Project Management
- The Project Screen
- Project Views
- The Gantt Chart
- Entering Tasks and Durations
- Sub-Tasks & Summary Tasks
- Linking Tasks
- Task Relationships
- Lead & Lag
- Milestones
- Constraints
- Setting up Working Hours
- Entering/Assigning Resources
- Entering Fixed Costs
- Dealing with Scheduling Conflicts
- The Critical Path
- Crashing the Schedule
- Setting a Baseline
- Entering Completed Work
- Monitoring the Project
- Using Filters
- Problem Solving

Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.