

Microsoft Project

Target Audience

Learn to use this visual planning tool to take the strain out of project planning. The day will consist of guided learning sessions combined with hands on exercises for which full tutor support is given.

Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice. A training manual and appropriate exercises are provided.

Course Objectives

- Through learning sessions and practical exercises, you will become proficient in the use of Microsoft Project to break down, chart and keep track of your projects.
- You will also learn how to assign personnel to tasks and manage their time.
- Print informative reports and link into other Microsoft Office applications to produce professional project documents.

Course Content

- **Understand the software** – an overview of the Project screen and commands
- **View the project in different ways** using the different views to access different information including Gantt charts, calendar views and table views.
- **Break down the project into manageable pieces** – enter, group and modify the project tasks
- **Minimise the project length** - link tasks, set task constraints and identify the critical path
- **Manage your people and your costs** – assign personnel and keep track of project spending
- **Maximise the use of your resources** - resolve overallocations and conflicts
- **Deal with project slippage** – create a baseline and track the project
- **Keep the workforce focused** - produce informative reports to update project staff
- **Write up and chart project progress** - export project views to other applications