



INTRODUCTION TO MS PROJECT

COURSE DURATION: 2 Days

The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. You will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

PRE-REQUISITES

Previous experience of using one other program

COURSE OUTLINE

The fundamentals

- The concepts of project management
- Project's environment
- Getting around Project
- Using Help

Task creation and scheduling

- Creating and modifying a task list
- Using multi-Level undo
- Structuring tasks to create an outline
- Creating the Work Breakdown Structure
- Creating a resource pool
- Setting resource availability
- Setting resource costs
- Assigning resources
- Conflicts and Levelling

Scheduling Tasks

- Working with calendars
- Defining recurring tasks
- Creating task relationships
- Using lag and lead times
- Setting constraints and deadlines
- Using the critical path

Using views

- Using calendar view
- Using network diagram view
- Customising views

Formatting and Sharing information

- Examining Project Properties
- Adding notes & hyperlinks
- Using Picture
- Using charts
- Working with built-in reports
- Using reports
- Preparing for print
- Troubleshooting Gantt charts printing

CREATIVITY AND EFFICIENCY

During Office Hours: 020 8979 8977, Out of Office Hours: Marie, 0789 444 0662,
Skype: marie.photoshop Email: info@londoncreativetraining.co.uk

