



Microsoft Project Training

These learning modules can be delivered as outlined or can be tailored to meet your specific requirements.

Project 1: Project Basics - Plan an Event

Description

In this workshop you will create a project with several tasks, schedule tasks, add resources to the project, assign resources to tasks, and monitor progress as tasks are completed. You will also print progress reports. Throughout the workshop you will be introduced to the jargon used by project managers.

Learning Outcomes

By the end of this workshop, you will be able to:

- navigate the Microsoft Project window
 - set a project's start date and define working hours
 - define project tasks
 - schedule project tasks
 - create a resource list and enter resource costs
 - assign resources to tasks
 - save a project baseline
 - track work completed on project tasks
 - print project plan reports.
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Project 2: Monitor, Control and Reschedule a Project

Description

In this workshop you will use a range of Microsoft Project's views and tables, filter project data, organise project data, resolve resource conflict and reschedule tasks and resources. You will also create custom views and reports.

Learning Outcomes

By the end of this workshop, you will be able to:

- switch between Project's views and tables
- apply standard, automatic and custom filters to project data
- create and save interactive filters
- organise tasks by sorting and grouping
- resolve resource conflicts
- identify project slippage and slack
- split tasks
- delay the start of a resource
- add overtime to a resource
- create custom views and reports.