

MSC Computer Training

Training Course Specification

Course: Project Introduction 2007 - 2013

Duration: One day

Aims and objectives of the workshop:

This course provides an introduction to the use of Microsoft Project. It deals with the fundamental aspects of using the programme to monitor tasks and resources for any project, whether the tasks are short or long term, small or part of large and complex. It deals with tasks that are not effort driven

Following the course, delegates will feel confident about using the programme to monitor tasks and resources effectively, produce reports relating to slippage, resource usage.

Who should attend:

Anyone who wants to learn to use MS project as a tool for creating and monitoring projects

Experience needed:

No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

¹Course Contents

Overview

- Project start date
- Changing calendar options and working time
- Creating tasks
- Types of task
- Creating Subtasks

More complex Project Management

- Linking tasks
- Lag and lead times
- Split tasks
- Using constraints

Project Monitoring

- Saving a baseline
- Monitor progress using tracking Gantt
- Marking progression

Resources and reports

- Introduction to creating and using resources
- Introduction to using resource costs
- Viewing options – Gantt chart, network diagram, tracking Gantt, time line, task inspector, resource list, resource usage, task usage etc.
- Printing options
- Reports available

Related courses: Project Intermediate

¹ You can choose from the list to create your own course