

MICROSOFT PROJECT – FOUNDATION COURSE OUTLINE

APPLICATION: MICROSOFT PROJECT

LEVEL: FOUNDATION

DURATION: TWO DAYS*

WHO SHOULD ATTEND

This course is designed for new or recent users of MS Project.

WHAT THEY WILL LEARN

During training the delegate will acquire an understanding of Project Management techniques and disciplines, and will be able to apply these concepts to create project plans, modify such plans to overcome scheduling problems and present project status in a variety of formats, using MS Project.

COURSE CONTENT

Getting Started with Microsoft Project	Starting Microsoft Project, Accessing Help System, Using ToolTips, Using the Office Assistant
Understanding Projects	Opening & scrolling, Changing Views, Viewing Gantt & PERT charts, Viewing Task Forms, Formatting, Printing Views & Reports, Closing
Creating Projects	Starting new schedules, Adding Project Information, Setting start date, Entering Project details, Changing Project information, Saving new Projects
Project Tasks	Entering tasks, Inserting and deleting tasks, Specifying task duration, Outlining tasks in a schedule, Collapsing and expanding Outlines, Assigning task relationships, Saving existing Projects
Project Resources	Adding resources, Creating resource lists, Changing the Maximum Units, Assigning resources, Removing assigned resources, Replacing assigned resources, Assigning multiple resources
Working with Calendars	Changing the Project calendar, Creating new base calendars, Assigning base calendars to resources, Changing resource calendars
Assigning Costs to Tasks and Resources	Entering cost information, Assigning rates to resources, Assigning variable costs for resources, Assigning variable costs to tasks, Assigning fixed costs to tasks, Viewing total Project costs, Viewing task costs, Re-assigning resources to alter costs, Viewing resource costs, Viewing total task costs
Formatting the Project	Formatting text, formatting bars. Identifying critical tasks, Changing the timescale, Using the Format Painter, Using the Gantt wizard to format charts
Controlling and Updating Projects	Saving baseline plans, Posting Project progress, Filtering tasks, Identifying schedule slips, Identifying over budget tasks, Filtering resources, Identifying over allocated resources, Levelling over allocated resources, Comparing actual schedules to baseline schedules
Controlling Printed Output	Custom printing views, Adjusting the timescale in a printed view, Adding headers, Controlling the number of columns to print, Customising reports, Changing report contents, Adjusting report timescales, Formatting report text, Adding totals to reports
Recurring Tasks and Multiple Projects	Inserting a recurring task, Consolidated Projects, Sharing resources across Projects, Linking sub-Projects using Hyperlink

**Delivery Option* - This course can also be delivered as an intensive 1:1 workshop

PREREQUISITES

Ideally, delegates should be competent PC users with some knowledge of project principles

SUGGESTED TRAINING PATH

Project Foundation → Project Advanced → Project Workshops