

General Description: The aim of this course is to provide the skills and knowledge to use Microsoft Project to create a new project, enter and work with tasks and resources, create a schedule and print effective project information.

Target Audience This course is designed for people who need to know how to use Microsoft Project to create projects and work with all elements associated with projects such as tasks and resources.

Prerequisites: This course is designed for participants with little or no knowledge of Microsoft Project. A general understanding of the Windows environment and of one or more Microsoft Office products is desirable.

Learning Outcomes

- Start Microsoft Project and identify how it works
- Understand key project management concepts
- Create a new project file
 - working with calendars
- Enter tasks and summary tasks into a project
 - views
 - task durations
 - milestones
- Scheduling
 - task dependencies
 - auto scheduling
 - critical path and project slack
 - lag and lead time
- Resourcing a project
 - work, material and cost resources
 - resource calendars
 - resource availability
- Resourcing Concepts
 - resource assignment calculations
 - task types and work effort
 - fixed units, work and duration
- Assign resources to tasks
 - work contouring
 - resource usage
 - problem assignments
- Print various aspects of a project