



Microsoft Project Introduction

Pre-requisites

Designed for people who have no or limited experience of using Microsoft Project and need to produce Gantt charts, schedules and reports for resources and management

Course Objectives

This workshop is designed to assist anyone who manages projects and use Microsoft software to communicate progress and results to others or people taking up project management who need to be project management software literate. Over the two days, delegates will practise the skills of project management, learning the techniques through group discussions, exercises and the use of Microsoft Project. Delegates will create a project using Microsoft Project from the planning phase through to completion, monitoring progress throughout.

Course Content

2 Days - 0930hrs to 1630hrs

<ul style="list-style-type: none">• Getting Started• Views• Critical Initial Settings• Tasks & Task Types• Setting Durations• Linking Tasks• Critical Path Analysis• Working with Resources• Re-scheduling• Levelling Resources	<ul style="list-style-type: none">• Printing Views & Reports• Scheduling Holidays• Multiple Resource Assignments• Finding Over Allocation• Duration, Units, Work• Sharing Resources between Projects• Dependency Link Types• Tracking your project
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