

Microsoft Project

2 Days

TARGET AUDIENCE

Delegates who wish to gain the necessary skills to understand and successfully use MS Project in their own environment. Suitable for first time users of Project who wish to use computerised project management techniques to improve their development, monitoring and reporting of projects.

COURSE OVERVIEW

At Pentland we refer to this course as "not just training in another Microsoft product". The course will enable you to understand project management fundamentals and how they apply to Microsoft Project. As the presenter is an experienced project manager, time is spent on the application of the tool in a working environment.

COURSE OBJECTIVES

To understand project management fundamentals and how they apply to MS Project
To be able to plan the tasks and resources within a project
To compare the project progress with the original plan
To print and report relevant project information
To be able to create new filters, tables and views to "control" the Project environment.

COURSE CONTENT

- Project Management Theory & Terminology as applied to MS Project
- Understanding the Project Screen
- Entering Tasks and Dependencies
- Using the Gantt and PERT charts
- Entering and Assigning resources
- Duration v. Work
- Using Task Types
- Saving your Project and Saving in other File Formats
- Outlining the Project
- The advantages of Structured Planning
- Resource Levelling
- Feeding back Actuals and Tracking project Progress
- Printing Views and Producing Reports
- Defining Filters, Tables and Views