

Training Course Specification

Course: **Microsoft Project Introduction**

Duration: **One-Day**

COURSE OBJECTIVES: This course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project

WHO SHOULD ATTEND: Anyone who wants to learn to use MS project as the tool for them and their team.

EXPERIENCE NEEDED: No previous experience of MS Project is required for this course although familiarity with the Windows 95/98/2000 operating system and with using a mouse are both essential.

COURSE CONTENTS:

1: Project Management

- Special Note about PERT Charts and Network Diagrams
- Microsoft Project
- Understanding Project Management
- MS Project Language
- Terminology
- Starting MS Project
- MS Project- The Screen
- Elements of the Default View
- Views and Tables
- The Tracking Gantt View
- MS Project - Menus
- MS Project - The Tool Bar
- Loading and Viewing a Project
- Project Management
- The Stages of Project Management
- Project 2000 - Operational Basics

2: Planning the Project

- Defining the Project
- Complete the Project Definition
- Project Planning
- Complete the Project Plan
- Where to Begin with MS Project
- Exercise; Viewing a Project with Network Diagram
- The Calendar
- Creating a New Base Calendar
- Save the New Project File
- Ending a Project Session

3: Task Entry and Linking

- Entering Tasks
- The Task Entry Form
- Tables and descriptions
- Other Methods of Adding Tasks
- Add Tasks
- Linking Tasks
- Defining the Summary Tasks
- Add New Tasks
- The AutoCorrect Feature

4: Resource Entry

- Resources
- Enter Resources
- View Resources
- Set Resource Calendars
- Editing Resource Information
- Review Resource Usage
- Inserting and Deleting Resources
- Planned Time Scale
- The Outlining View (Summary)
- Promoting and Demoting Tasks