



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has not used MS Project before and who are presently working in a Project Management role or hoping to instigate a Project Management system.

Requirements

Delegates must be confident in using a keyboard, Windows and a mouse.

Aim

By the end of the course you will be able to create a project plan, assign resources, perform basic tracking and adjust MS Project output. There will also be time to get comfortable creating projects you might typically create at work.

What will I learn?

In particular you will be able to:

- Create a project in a Gantt chart view
- Schedule tasks based on their dependencies
- Create constraints and deadlines
- Create and assign resources
- View critical path and slack
- Track the project so that delayed tasks will be rescheduled
- Format the project and create templates
- Printing views and reports

You will have an opportunity to create your own project so are encouraged to bring in a typical project you might create, although this is not a requirement.

Time Table

Session 1

- Introducing Project
- The GANTT chart view
- Creating a new project and project information
- Updating the Project calendar
- Entering Tasks and durations
- Milestones
- Outlining – Creating summary tasks
- Saving the Project

Session 2

- Linking Tasks
- Zooming
- Navigating to tasks
- Task relationships
- Lag and Lead
- Constraints
- Deadlines

Session 3

- Creating Resources
- Resource Working Times
- Allocating Resources to Tasks
- Applying a Filter

Session 4

- Creating your own project (using the skills learned on a typical project work project)



Session 5

- Critical Paths
- Project Slack
- Non-Effort-Driven tasks
- Adding Resources

Session 6

- The Calendar view
- Formatting the Calendar
- Gantt Chart Wizard
- Formatting The Tables
- Formatting the Gantt Chart
- Creating a Template

Session 7

- Baselines
- Tracking the Project
- Updating the Project
- Project statistics

Session 8

- Printing the Gantt Chart and the Calendar
- Editing the legend
- Reports



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com