



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 Microsoft Project before and would like to create and track a project plan. This course covers key elements to Project at a fast pace. If you prefer to go into things more thoroughly, and have time to work on your own examples, you should consider our 2 day Project Essentials course.

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 use the basic features in Microsoft Project to create a project plan and perform basic tracking.

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
- Enter and assign resources
- Track the project so that delayed tasks will be rescheduled

Time Table

Session 1

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

Session 2

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

Session 3

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

Session 4

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



Next step:

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