

Project: Essentials

Category: Microsoft Office, Microsoft Project

Course Duration

1 Day

Our course timings are 09:30 - 16:30.

Getting Started with Project

- The Role of Microsoft Project
- The Microsoft Project Environment
- Display an Existing Project Plan
- The Gantt Chart View
- The Network Diagram/PERT Chart View

Creating a Project Plan

- How to Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Edit the Task List
- Define the Activity List
- Create the Work Breakdown Structure
- Create Summary Stages

Creating the Project Schedule

- Understand Task Durations
- Define Milestones
- Understand and Create Task Relationships

- Link Dependent Tasks
- Add Tasks to the Timeline
- Identify the Critical Path
- Set Task Constraints and Deadlines
- Add Recurring Tasks
- Add Notes to a Task

Managing Resources in a Project Plan

- Understand Resource/Types
- Work with Resource Calendars and Availability
- Add Resource Costs
- Assign Resources to Tasks
- Resolve Resource Conflicts

Finishing a Project Plan

- Shorten a Project Using the Critical Path
- Set a Baseline
- Print a Project Summary Report

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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