



# Microsoft Project Introduction / Intermediate 2-Day Programme

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The main objective is to ensure that delegates learn the skills required to prepare project plans and implement them successfully. The course follows an industry standard approach to project management, along with the best practice in the use of the Microsoft Project.

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## Introduction to Project Management Principles

This half-day session is designed to give an introduction to project management. Delegates are introduced to a structured approach to project planning and management. This involves presentations and group discussions, which are designed to give an understanding the role of the project manager in the organisation and the skills required for effective project management. Delegates prepare a manual project plan for a short-term project.

## Introduction to MS Project

This is part of the course is designed to give delegates a thorough understanding of MS Project. Once again a structured approach is used with exercises. The manual project plan prepared in the first session is used as the on screen case study.

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### Assisted Project Setup

- ✓ The Project Guides
- ✓ The Import Wizard
- ✓ Smart Tags
- ✓ Using Templates

### Set up a Project

- ✓ Set the Project Start Date
- ✓ Enter Summary Information
- ✓ Modify the Project Calendar
- ✓ Modify the User Options

### Create a Schedule

- ✓ Enter Tasks
- ✓ Enter Milestones
- ✓ Enter Task Notes
- ✓ Enter Task Dependencies
- ✓ Modify the Timescale

### Modify/Organise a Schedule

- ✓ Create a Project Outline
- ✓ Modify Links
- ✓ Change Task Constraints
- ✓ Enter Recurring Tasks

### Format and Output

- ✓ Modify the Chart and Text Appearance
- ✓ Print Project Charts & Reports / Page Setup
- ✓ Use Filters and Groups
- ✓ Change the sort order of the task list

### Resource Management

- ✓ Create a Pool of Resources
- ✓ Assign resources to tasks
- ✓ Modify Resource Calendars

### Manage the Project

- ✓ Create a Baseline Plan
- ✓ Update Project Progress
- ✓ Compare the Current Plan V the Baseline Plan

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