



## Microsoft® Project

## Course Outline

## Foundation Level

### Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

### Course aims and objectives

To provide delegates with the knowledge and key skills that will enable them to use Microsoft® Project confidently and competently. On completion, attendees should be able to create a Gantt chart to manage a project's time line, add in project resources and costs and accurately track the project's progress once it begins.

### Who should attend?

1. New users with limited (or no) experience of Microsoft® Project.
2. Self-taught users who would like to improve their skills, knowledge and confidence
3. Users who wish to update or add to existing skills and pick up new tips and shortcuts

### Prerequisites

No previous experience of Microsoft® Project is required; however, basic computer skills are necessary. Project management experience is an advantage but not essential.

### Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

### A selection of topics covered

A typical course at this level would include the following topics. If you require any other topics not listed, we will be happy to tailor make a course to suit your specific needs.

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| ● Basic principles of project management | ● Linking tasks - types of relationship |
| ● Screen layout, views & navigation      | ● Using lag time & elapsed time         |
| ● Setting up a project & project options | ● Setting the critical path analysis    |
| ● Create & apply your base calendar      | ● Working with resources & costs        |
| ● Entering & modifying tasks             | ● Saving the project baseline           |
| ● Specifying task durations              | ● Using the tracking Gantt for progress |
| ● Setting milestones & project phases    | ● Reporting and printing options        |

### Benefits to the individual and organisation

- ✓ Create, manage, cost and track your own professional projects
- ✓ Save valuable time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again