



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Project Level 1

Duration: 2 Day

Objectives: Students will learn how to identify steps involved in project planning, plan a project by using Microsoft Project.

Prerequisites: A basic understanding of using PCs, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course. Some knowledge of project management would be beneficial and students should be familiar with terms such as Gantt Chart, Tasks, Critical Path and resource.

Introduction to Project Management

- Fundamentals of Project Management
- Defining the Scope of the Project
- Developing the Project Schedule
- Assigning Project Resources
- Save the Project Baseline
- Controlling Project Execution

Starting Microsoft Project

- Examining major screen elements
- Open the Project File
- Viewing Toolbars
- Hiding the View Bar
- The Menu Bar
- The planning process
- Defining Project Information

Outlining and Task Relationships

- Organising the Task List into an Outline
- Linking Tasks
- Observing the Critical Path
- Modifying Tasks
- Constraints

Adding and Assigning Resources

- Creating and Assigning a Base Calendar
- Entering and Assigning Resources
- Working with Project Costs

Analysing the Project

- Resolving Time Restrictions
- Resolving Resource Conflicts

Displaying Project Data

- Exploring Views
- Generating Project Reports
- Using the Drawing Tools

Sorting and Filtering Data

- Sorting Project Data
- Filtering Project Data
- Creating Custom Filters