PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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1.5 DAY COURSE

Project Task Management

This course is designed for new users to Microsoft Project and those who have been using only a few of its features.

Our aim is to provide you with the necessary skills to plan and control individual projects with a particular focus on creating realistic projects.

We will introduce many time-saving features using quick keys and short cuts.

Project is a management tool targeted at people who need to manage the information related to their projects.

It is important that you use your new skills as soon as possible on completion of this training course. We encourage you to take your own notes and to review this Course Guide once you are back at your workplace. Use it or lose it.

What You'll Gain:

Anyone who wants to gain more confidence in using Project. Maybe you've just started using it in your new role or perhaps you've been using it for years but aren't sure if you're doing things the 'right' way. This course will give you the foundational skills and confidence you need to start using Project effectively.

Outcomes

This course is designed to teach you how to set up a project from the very beginning, how to shedule tasks efficiently as well as formatting a variety of views, baselining and reporting. This hands-on course allows you to work with your own projects. You'll leave the course with:

- A soft copy of your own project plan in MS Project
- Dos and do nots for using Microsoft Project

Modules

Lesson 1: Introduction to Project

Lesson 2: The Project Window and Backstage

Lesson 3: How Project Holds and Displays your Data

Lesson 4: Keyboard and Mouse Essentials

Lesson 5: Setting up a Project and Default Options

Lesson 6: Using Project Calendars

Lesson 7: Entering, Splitting and Summarising Tasks

Lesson 8: Linking Tasks and Applying Deadlines

Lesson 9: Formatting a Gantt Chart

Lesson 10: Using Organizer

Lesson 11: Assigning Resources to each Task

Lesson 12: Reviewing the Project Plan

Lesson 13: Monitoring Task Costs

Lesson 14: Setting the Baseline

Lesson 15: Tracking Progress and Producing Reports

Lesson 16: Using Hyperlinks

Lesson 17: Consolidating Multiple Projects

Talk to our expert team

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