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SOS COMPUTER TRAINING

Training Philosophy

Improving workplace performance by providing task based and relevant software training in a vital, fun way, with no jargon.

Microsoft Project

Level 1 - Foundation

Course Goals

To provide participants with the fundamental skills of project management.

Course Objectives:

Upon completing this course participants will be able to:

- Describe the concepts of project management
- Describe the phases of a project
- Start up and exit Microsoft Project
- Work with creating projects
- Set a base calendar
- Work with tasks within a project
- Work with editing and formatting techniques
- Enter resource and cost information
- Describe critical path methods
- Monitor projects and print various views and reports
- Locate and work with tools for customising project
- Locate and work with GANTT charts.

Course Outline

Planning and Creating a Project

- Overview of Project
- Setting Project Options
- Adjusting the Project Calendars
- Creating a New Calendar
- Entering Tasks and Durations
- Displaying the Critical Path
- Creating Milestones
- Creating Summary Tasks
- Formatting Summary Tasks
- Changing Text Attributes
- Understanding Relationship Types
- Creating Relationships
- Entering Lead and Lag Times

Working with Resources and Filters

- Creating a Resource Pool
- Assigning Resources
- Understanding Task Types
- Adding Constraints
- Filtering Tasks
- Contouring Resource Usage
- Working with Different Views
- Printing a Project
- Resource Levelling

Resource Levelling, Tracking and Reporting

- Assigning Part Time Resources
- Allocating Resource Costs
- Analysing Costs
- Creating a Baseline Plan
- Updating Completed Tasks
- Entering Delayed Tasks
- Tracking the Project
- Comparing Baseline and Actuals
- Creating Reports
- Printing Reports