



# Microsoft Project: Introduction

Duration: 2 Days

## Introduction/Summary

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This course is designed for users who need to be able to produce and progress a project plan, as well as those needing to gain an understanding of the basic concepts of Microsoft Project.

Microsoft Project is the leading application for project management and is designed to address the work and people management needs of today's organisations. MS Project gives you ways to plan, manage, and communicate project information, resulting in increased productivity and effectiveness. IT and business professionals to visualise, explore and communicate complex information.

In this one day introduction to Microsoft Project, you will focus on learning the basic range of Project features that facilitate the production of high-quality business documents. By the end of this course you will be confident in using Project to manage your projects professionally.

## Content

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**The workshop aims to cover the following content:**

- Introduction to Microsoft Project the package
- Exploring the views
- CREATING A PROJECT
- Summary information and its issues
- Setting calendars
- Entering tasks and milestones, using durations
- Outlining Tasks
- Establishing dependencies and precedents
- Lead and lag times
- Date constraints
- RESOURCES
- Creating, understanding and assigning resources
- Resource Calendars
- Scheduling with resources
- TRACKING
- Setting baselines
- Updating progress – tasks and resources
- Comparisons and variances
- MANAGEMENT
- Costs
- Controlling timings and finish dates
- Resolving conflicts
- COMMUNICATION
- Filters
- Printing, views and reports

## Requirements/Pre Requisites

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**Ideally the delegates should have a good working knowledge of the Windows environment together with an understanding of Project Management techniques.**



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