



Course guide

Microsoft Project intensive one-to-one tuition

Course outline

Need to use MS Project Software?

Microsoft Project is a tool that facilitates planning, monitoring and reporting activities essential to project management. Confidence using MS Project is vital for anybody seeking to further their career in project management.

On this intensive one day course you will have your own dedicated trainer who will help you attain a broad understanding of both basic and advanced features of MS Project.

The student must specify the version of the tool they wish to learn. and it would be useful if they bring their own laptop with the software pre-installed. Alternatively, they can use the trainer's laptop. The student must specify which version (2003 or 2007) they wish to learn.

Priced at £600+VAT

Note: this course can be customized to suit the needs of the individual but will incur an additional cost. Please phone for details.

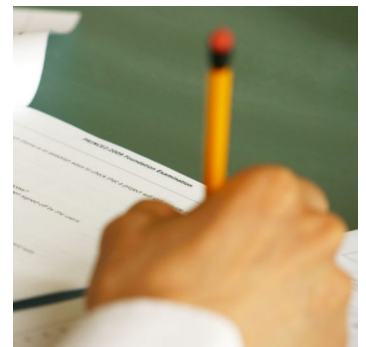
Course content

Initial concepts

- Starting Microsoft Project
- Using menus and toolbars
- The view bar
- The Gantt table and Gantt chart
- Project properties
- Setting the project start date

Planning the work breakdown structure

- Entering data
- Tasks and sub tasks
- Creating summary tasks
- Setting milestones



Modifying calendars

- Designing new calendars
- Incorporating holidays
- Changing working hours
- Assigning calendars to tasks

Task durations

- Duration units
- Entering task durations
- Setting the project summary task
- Recurring tasks

Task relationships

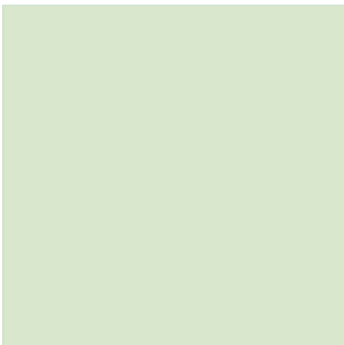
- Types of relationship
- Linking tasks
- Lag and lead times
- Task constraints
- Changing timescales
- Displaying the critical path

Assigning resources

- Entering resources and costs
- Assigning a calendar to a resource
- Assigning resources to tasks
- Understanding task types
- Dealing with over allocations

Analyzing the project

- Using project views
- Sorting data
- Filtering data
- Printing



Customising Microsoft Project

- Formatting the Gantt table
- Formatting the Gantt chart
- Displaying toolbars
- Recording a simple macro

Managing the project

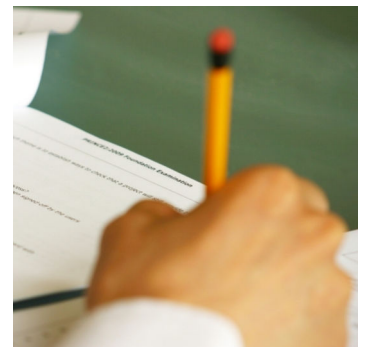
- The project design sequence
- Setting the baseline plan
- Using the tracking Gantt chart
- Marking tasks complete
- Dealing with tasks that are off schedule
- Recovering slippage

Working with multiple projects

- Creating a resource pool
- Sharing resources across multiple projects
- Building a master project

Questions?

Call our training advisors on [0207 148 5985](tel:02071485985) with any questions you have. You can make a booking over the telephone, online at our website, or by filling in a booking form and sending to bookings@knowledgetrain.co.uk



Contact Knowledge Train

Address

2nd Floor
14 Charterhouse Square
London
EC1M 6AX

Telephone

+44 (0)20 7148 5985

Email

info@knowledgetrain.co.uk

Web

www.knowledgetrain.co.uk

