



### **Microsoft Project (Beginner)**

**Course Objectives:** By the end of this Microsoft Project training, you will be able to understand in detail the following topics:

- Getting started with Microsoft Project
- Navigate your way around Microsoft Project
- Create a new project in Microsoft Project
- Use project ribbons
- Customize project interfaces
- Backstage
- Modifying Project Information
- Views and Tables
- Preparation
- Tasks and Task Notes

- Create dependencies between project tasks
- Work Resources
- Material and Cost Resources
- Calendar Work Resource

***Module 1: Introduction to Microsoft Project***

Learning outcomes:

Understand how to start Microsoft Project, creating a Project file and navigating through its many commands.

Topics covered:

- Starting Microsoft Project
- Identify Project Components
- Open, Create and Save a Project
- Getting Help in Project
- Setting Project Options

? Setting Non-Working Time

***Module 2: Creating a Project Plan***

Learning outcomes:

Understand how to add project tasks, set task dependencies and constraints.

Topics covered:

- Setting Manual/Auto Scheduling Modes
- Entering Tasks and Duration
- Adding Task Dependencies
- Adding Constraints and Deadlines

? Adding Recurring Tasks

***Module 3: Adding and Assigning Resources***

Learning outcomes:

Effectively adding a pool of resources and assigning the resources to tasks within a project.

Topics covered:

- Create a Pool of Resources
- Adjust Resource Calendars and Costs
- Assign Resources to Tasks

***Module 4: Formatting and Printing the Plan***

Learning outcomes:

Exploring different settings and options to help present and print your Project to professional standards.

Topics covered:

- Formatting Text & Text Styles
- Formatting the Gantt Chart
- Printing the Gantt Chart

❓ Running Project Reports

***Module 5: Tracking Progress***

Learning outcomes:

How to track a project's plan effectively by using tools to monitor the progress of tasks.

Topics covered:

- Saving the Baseline
- Updating Tasks

❓ Displaying Progress Lines and Tracking Filters

***Module 6: Appendix & Notes***

Topics covered:

- Terms and Definitions
- Goals of Project Management
- Process of Project Management

- The Role of the Project Manager

☐ Planning Methods

**Benefits of learning Microsoft Project**

- World's most popular project management software – globally utilized
- Developed by Microsoft – a world class leader in software
- Can be used within any organisation, for any Project Management
- Use Earned Value Analysis and other advanced features
- Amalgamate Microsoft Project skills with other Office programs