

Project Getting started with Project Management

Course Duration 3 hours

Aim

This session is designed to introduce users to MS Project as a project management tool.

Prerequisites

Familiarity with the Windows environment and mouse.
Come with a brief outline of a project to manage.

Topics

- ▼ Creating and preparing a new project
- ▼ Entering and scheduling tasks
 - Task types
 - Task Entry Window
- ▼ Linking Tasks and Setting Dependencies
 - Types of task dependencies
 - Task information
 - Turn off effort-driven scheduling
 - Lead and lag
 - Constraints
- ▼ Adding people and equipment to your project
 - Entering resource information in sheet view
 - Assigning resources
- ▼ Formatting Gantt charts
- ▼ Tracking the progress of your projects
 - Setting a baseline
 - Work completed
- ▼ Print preview and Page Setup
- ▼ Using Views
- ▼ Printing and reporting

