

## LEARNING OUTCOMES

By the end of this course students will be able to:

- \* Discuss project management terminology and principles
- \* Develop a project plan incorporating tasks and task relationships
- \* Create and assign project resources
- \* Update project progress
- \* Manage and report project costs and progress
- \* Identify and resolve overall located project resources
- \* Display and edit your project in a variety of views

## PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### PROJECT MANAGEMENT PRINCIPLES

- \* Setting the project's objectives
- \* Building the plan
- \* Managing the project's progress
- \* Reporting
- \* Understanding the Critical Path

### GETTING STARTED

- \* Why use Project?
- \* Project 2000 screen
- \* Different project views
- \* Creating a new project
- \* Project properties
- \* Opening and saving your project
- \* Calendars
- \* Entering task information
- \* Editing your task list
- \* Viewing your Project

### WORKING WITH TASK INFORMATION

- \* Milestones
- \* Summary tasks
- \* Recurring tasks
- \* Attaching notes
- \* Establishing and modifying task relationships
- \* Task constraints
- \* Splitting tasks

### RESOURCES AND COSTS

- \* Establishing resources
- \* Assigning resources to tasks
- \* Adjusting work allocation
- \* Project costs
- \* Assigning costs to resources
- \* Assigning fixed costs to tasks
- \* Viewing total project costs

### REPORTING

- \* Printing a basic project
- \* Modifying the Gantt Chart
- \* Filtering
- \* Calendar view
- \* PERT Chart view
- \* Changing print setup options
- \* Reports

### RESOLVING OVERALL LOCATIONS

- \* Identifying your project's overall locations
- \* Solutions for consideration
  - rescheduling work
  - allocation overtime
  - modifying resource calendars
  - auto levelling

### TRACKING PROGRESS

- \* Saving a baseline for
  - saving for selected tasks
  - saving interim plans for the entire project
- \* Tracking progress
- \* Rescheduling tasks

### APPENDIX A

- \* Additional opening/saving options
- \* Project properties
- \* Making the most of Help
- \* Customising the toolbars
- \* Sharing resources between projects
- \* Consolidating multiple projects
- \* Sub projects