

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 98 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

REPORTING

- * Printing a basic project
- * Modifying the Gantt Chart
- * Filtering
- * Calendar view
- * PERT Chart view
- * Changing print setup options
- * Headers and Footers
- * 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
- * Interim plans
- * Tracking progress
- * Rescheduling tasks

APPENDIX A

- * Additional opening/saving options
- * Making the most of Help
- * Customising the toolbars

APPENDIX B

- * Sharing resources between projects
- * Consolidating multiple projects
- * Project's global information