

Microsoft Project Foundation Course Outline

- Duration:** 2 Days
- Benefit:** This course is designed to provide individuals with the necessary skills and information to create a project plan. It will benefit Project Managers and Project Administrators who wish to know how to create efficient and cost effective projects.
- Objectives:** Upon completion of this course, attendees will be able to create a project plan using tasks and task relationships, add resources, costs and view project information.
- Pre-requisites:** Attendees do not need any previous experience of Project but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.
An understanding of Project Management concepts is beneficial but not necessary.

Day 1:

- **Basic Project Management Concepts**
 - The Phases of a Project
 - The Project Triangle
- **Screen Navigation**
 - Menus and Toolbars
 - Task Pane
 - Project Guide
- **Task Entry Table**
 - Entering & Editing Tasks
 - Deleting & Moving Tasks
 - Task Durations
 - Time Measurements
 - GoTo Selected Tasks
 - Task Priorities
 - Milestones
- **Outlining**
 - Organise Summary and Subtasks
 - Show & Hide Outline Symbols
 - Define WBS Code as Outline Number
 - Roll Up Tasks to Summarise
- **Sorting, Filtering and Grouping Tasks**
 - Sorting Tasks
 - Advanced Task Sorting
 - Filtering Tasks
 - Apply the Auto Filter to Tasks
 - Grouping and Ungrouping Tasks
- **Task Relationships**
 - Types of Relationships
 - Linking Tasks
 - Setting Dependant Relationships
 - Lead & Lag
 - Setting Leads
 - Splitting Tasks
 - Task Constraints
- **Network Diagram View**
 - Formatting Box Styles
 - Showing Partially and Fully Completed Tasks
 - Summary Tasks
 - Entering and Editing Tasks

Day 2:

- **Critical Path**
 - View the Critical Path on the Gantt Chart
 - View the Critical Path on the NETWORK diagram
- **Formatting the Gantt chart**
 - Apply Font Formats
 - Format Painter
 - Setting Column Widths and Row Heights
 - Inserting and Hiding Columns
 - Formatting the Bar Chart
 - Formatting Dates
- **Calendar View**
 - Formatting the Timescales
 - Formatting the Gridlines
 - Adding Tasks
 - Adjusting Task Duration
 - Task Information and Printing
- **Allocating Resources**
 - Work and Material Resources
 - Assigning Resources
 - Resource Units
 - Change Working Time
 - Over Allocation
- **Costs & Resource Management**
 - Entering Work and Material Costs
 - Task / Resource Usage
 - Viewing Costs
 - Resource Driven Tasks
 - Task Types
 - Viewing Resource over Allocation
 - Resource Management Toolbar
 - Resource Levelling
- **The Baseline Plan**
 - Save Baseline
 - Interim Plans
- **Tracking Progress**
 - Tracking Gantt View
 - Tracking Toolbar
- **Reports & Printing**
 - View Reports
 - Page Set Up and Print Preview
 - Headers and Footers
 - Selected Printing