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- Tutor-led training
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## Microsoft Project Intermediate

**Introduction** Microsoft Project is a Windows-based package for creating project schedules, monitoring progress and reporting on potential conflicts with staff or other resources.

**Objectives** By the end of the course participants will be familiar with project scheduling issues and be able to create, monitor and amend projects based upon the latest available information.

**Designed for** This course is designed for staff who are in charge of major projects. Participants should have attended our "Introduction to Windows" course or attained a similar level of proficiency.

**Duration** One day

**Topics**

- Review Project Basics
- Creating a Schedule
- Linking Tasks
- Constraints, Lag and Lead Time
- Showing the Critical Path
- Summary Tasks
- Applying Resources
- Resource Information
- Pooling Resources
- Resource Management Tools
- Special Tasks
- Fixed Duration
- non-Effort-Driven
- Levelling Resources
- Resolving Conflicts and Delay
- Tracking Progress
- Formatting
- Tables and Filters

**Follow-up** Microsoft Project Advanced – 1 day

*Imagine what you'll know tomorrow...*

**For more information call**

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