



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



- Tutor-led training
- e-Learning
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Microsoft Project

Introduction

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 Two days

Topics

- Project Basics
- Tasks and Milestones
- Screen Elements: Table, Chart and Form
- Creating a Schedule
- The Gantt Chart
- Network Diagrams
- Linking Tasks
- Constraints, Lag and Lead Time
- Showing the Critical Path
- Editing a Schedule
- Outlining Techniques
- 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

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For more information call

01256 323223

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