

Project Basics (full day)

Level 1.0 beginners

Course outline

If you have been using Project to create Gantt charts but feel that you're not using the true power of Microsoft Project, this course is ideal for you. This course teaches how to use Project for calculating the most efficient way of running your project and easily finding alternative paths when situations change.

Also covered is how to quickly apply and organise your resourcing, how to allow Project to suggest and adjust for new situations, producing meaningful printouts and tracking a project as it progresses (including comparison of the original plan to the reality, and what is required to make your deadline). This full day course also contains our range of Microsoft Project exercises to help build your skills.

Course duration

Full day (9am to 4pm)

Covered in this course

This course is integrated with a small project for putting into practice knowledge as it is taught.

The subjects covered in this course are:

- Tasks and sub-tasks
- Linking tasks
- Calendars
- Critical path
- Constraints
- Milestones
- Assigning and levelling resources
- Durations (including elapsed durations)
- Moving around your project
- Detail pop-ups / effective project sheets
- Notes
- Deadlines
- Lead and lag
- Basic project progress tracking

and much more including our T7 Tips and Tricks section.

Is this course for me?

This course is ideal for general office usage and teaches Microsoft Project to a practical and realistic level while avoiding 'micro-management'.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/Microsoft-Project

Further study

Project Intermediate covers intermediate features and usage of Microsoft Project.

T7 Training Systems

For bookings or enquiries, contact:
(02) 8003 5740 or www.T7.net.au

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