

# Microsoft Project Training

## Introduction



### Course Objectives

- Understand and use the basic features of MS Project
- Create a project plan using a Gantt chart
- Set up and use Project and Resource calendars
- Work with and create task relationships, constraints and deadlines
- Format the Gantt chart
- Allocate and manage resources
- Record, track and evaluate the projects progress
- Print Gantt charts and reports

### Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

### Duration

Flexible

### Prerequisites

None

### Course Outline

#### Introduction to Project

- Overview
- Getting started

#### Starting a Project

- Scheduling a Project
- The Project calendar
- Resource calendars

#### Tasks and Durations

- Creating tasks
- Creating Milestones
- Outlining a project
- Task durations
- Task Notes

#### Task Scheduling

- Task relationships
- Relationship types
- Lead and lag time
- Task constraints
- Deadlines

#### Formatting

- Text
- Bars
- Gantt chart wizard

#### Resources

- Creating resources
- Task types
- Assigning resources
- Automatically Levelling Resources
- Manually Levelling Resources

#### Project Costs

- Variable costs
- Fixed costs

#### Tracking the Project

- Creating Project Baselines
- Tracking
- What can go wrong

#### Printing

- Printing the Gantt chart
- Printing Reports