

Project Management – using MS Project

Who is this course designed for?

This course is designed for individuals who want to be able to use a range of basic project management software tools and techniques to input and edit straightforward or routine information about projects.

What are the course objectives?

To use a range of basic MS Project tools to input and edit information. You will learn how to:

- Create and define a project having identified the main components of the project management software
- Enter and edit information about project tasks and resources
- Update information about progress of the project
- Select and use appropriate tools and techniques to display and report on status

What’s in the course?

Introduction to project software: the elements of calendars; Gantt Charts; Network Diagrams, Tables; Views and Reports

Entering and editing information: Milestones; deadlines and constraints; information about project tasks, time, resources and dependencies

Updating information: formatting techniques; updating task status and information about resources

Displaying and reporting: filtering and formatting techniques; generating project reports using pre-defined formats

Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

What next?

Please CONTACT US to book this course:

enquiries@thewayahead.org.uk

Price: £199

(+ VAT)

1-day workshop

“Training today’s people for tomorrow’s world”