

Project Introduction

Course Outline

Course Objective

This course is designed for those individuals whom have knowledge of project management procedures and best practices. Using Microsoft Project management will help you in achieving project management efficiency. This course will cover understanding the interface, creating, editing, and working with projects, tasks and scheduling options.

Agenda

1. Chapter 1: Fundamentals
 - a. Setting default options
 - b. Exploring the Project environment
2. Starting a new project schedule
 - a. Project schedule templates, calendars, and workflow
 - b. Tasks, durations, and milestones
3. Task types, effort-driven scheduling, and task constraints
 - a. Task types
 - b. Lag time and lead time
 - c. Task constraints

4. Working with resources
 - a. Resource types
 - b. Resource calendars
 - c. Assigning resources
5. Managing the project schedule
 - a. The critical path and the project baseline
 - b. The tracking Gantt chart and updating tasks
6. Printing reports
 - a. Views and dashboards
 - b. Other reports
7. Summary: Printing reports

Course Length: 2 Day

Prerequisite: Windows Skills and Prior Project Management Experience