

Microsoft Project

Essentials



 Duration: 1 day

 Ideal Group Size: 6-8 people

Course overview

Our Microsoft Project workshop will provide your delegates with the basic skills required to create a project plan, manage resources and perform basic tracking.

Topics covered

Fundamentals

- Introducing Project
- The GANTT chart view
- Creating a new project
- Entering holidays
- Entering tasks and durations
- Milestones
- Outlining and creating summary tasks
- Saving a project

Scheduling

- Linking tasks
- Navigating tasks
- Zooming
- Lag and lead
- Constraints
- Deadlines
- Recurring tasks
- Creating and editing the Project calendar

Enter and assign resources

- Creating resources a
- Resources working times
- Allocating resources to tasks
- Applying filters

Tracking projects

- Baselines
- Tracking the project
- Updating the project
- Project statistics
- Milestones
- Working with Reports

Delivery methodology (Face-to-face or virtual delivery available)

Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one

We also provide one-to-one 90 minute individual support workshops.

Tailored sessions

Talk to us about designing bespoke workshops for your team!