

Project 1 Day 2007 - Introduction

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am - 5pm
Pre-requisites: The delegate should be familiar with using a mouse, and working in the Windows environment.	
Objectives: At the end of the course, the delegate will be able to: At the end of the course, the delegate will be able to: Plan and create a project using Microsoft Project • Estimate and schedule timescales • Understand various scheduling issues • Manage changes to a project • Print plans and reports	

Project Management Concepts Starting Project • Project Screen Features • What Is Project Management? • What Is A Project? • Project Objectives • Project Methodologies • Project Map • Outlining • Work Breakdown Structure • Planning Lifecycle
Getting Started With Microsoft Project Gantt Chart View • Menus And Toolbars • Opening A Project File • Using The Gantt Chart View • Using The Calendar View • Using the Network Diagram View • Viewing Tables • Task Information Dialogue Box •
Calendars The Standard Calendar • Setting Standard Working Times, Bank and Company Holidays • Using The Zoom Controls In Gantt Chart View •
Setting Up A Project And Entering Tasks Setting Up A Project • Entering A Task • Entering Durations • Entering A Milestone • Linking Tasks With A Finish To Start Relationship • Changing Relationships to Start to Start, Finish to Finish and Start to Finish • Setting Lag and Lead times between Tasks • Copying Tasks Or Cells • Moving Tasks Or Cells • Deleting Tasks • Editing Text Entries • Undoing/Redoing Previous Actions • Changing The Number of Undo Levels • Inserting Columns • Inserting Recurring Tasks • Attaching A Note To A Task •
Project Outlining What Is An Outline? • Creating An Outline • Collapsing An Outline • Expanding An Outline • Displaying Outline Symbols And Numbers •
Estimating Timescales Entering Durations • Changing The Timescales • Scheduling A Date Constraint • Understanding Different Constraint Types • Setting a Deadline on a Task • The Deadline Indicator •
Managing Changes and Project Tracking Baselining The Plan • Saving Multiple Baselines • Viewing the Multiple Baselines Gantt • Changing The Current Date • Entering Percent Complete • Rescheduling Outstanding Work • Tracking Project Progress • Updating The Project • Using The Mouse In The Gantt Chart
Printing Plans And Reporting Printing The Gantt Chart View • Controlling Multiple Pages • Formatting Headers, Footers And Legends • The Print Dialogue Box • Printing Task Notes With Gantt Charts • Printing Reports • Custom Reports •

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

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