

Duration **2 days**

Overview

This course covers all the basic features of the application. By the end of the course, delegates will be able to set up and maintain a project plan, report on progress and identify discrepancies between planned and actual events.

Recommended for

Staff who want to use a computer to manage a project.

Prerequisites

Attendance on Clearer Thoughts' course ***Introduction to Windows*** or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

An understanding of the principles of Project Management is also desirable.

Objectives

At the end of the training the delegate will be able to successfully:

- Outline the stages of Project Management
 - Create a new project file containing individual and summary tasks linked in a variety of ways
 - Create, modify and assign the resources needed to achieve them
 - Create and revise project and resource calendars
 - Use a variety of views, reports and filters to achieve specific goals
- using the documentation and support provided.

Modules covered in this course

- Project Management and MS Project
- Getting Started With Project
- Developing a Project Plan - Tasks
- Developing a Project Plan – Resources and Assignments
- Printing, Reports and Filters
- Monitoring a Project's Progress

Duration 1 day

Overview

This course aims to broaden the user's knowledge of Microsoft Project.

Recommended for

Staff who are project leaders who wish to customise Project to fit their own project needs. This course is particularly suited to the technically minded who are comfortable with IT terminology and formulas.

Prerequisites

Attendance on Clearer Thoughts' course ***Project Introduction*** or equivalent knowledge and skills namely:

- An understanding of the principles of project management
- Creating and saving new project files
- Creating and viewing project task lists and summary lists
- Linking tasks in a variety of relationships
- Defining and modifying resource information and allocating resources to tasks

Objectives

At the end of the training the delegate will be able to successfully:

- Create, modify and apply AutoFilters and custom filters to project information
- Use and reformat Gantt Chart, Usage and Calendar Views
- Create custom forms and lists and reports
- Create and customise reports
- Create and modify hyperlinks and assign them to a toolbar
- Import data to Project and export data as other file types and into other applications
- Manage tasks and use analysis features
- Monitor resource allocation and resolve resource over-allocation problems using the documentation and support provided.

Modules covered in this course

- Groups
- Filters
- Views
- Reports
- Hyperlinks
- Exporting and importing data
- Working With Tasks – advanced topics
- Working With Resources – advanced topics