



Microsoft Project

Ideal for anyone involved in tracking or managing projects, this hands-on course looks at Microsoft's project mapping and planning system – Project. Learn the skills and knowledge to create, resource and manage projects. During the course you will undertake a case study involving the construction of a detailed working project and be subjected to most of the trials and tribulations associated with project management! The case study is based on step-by-step exercises.

Designed for

This course is intended for people who wish to learn how to use Microsoft Project to help them in project management. Participants need little or no knowledge of Microsoft Project 2007, however, an understanding of Windows and file management is desirable.

Course outcomes & benefits

- start Microsoft Project, work with its key screen features and use the help system
- create a new project file
- understand the essentials of project management
- create tasks in a project file
- enter various durations for tasks and create relationships between tasks in a project
- create a resource pool and assign resources to tasks for a project
- resolve resource over allocation problems
- assign materials and costs in a project
- impose constraints and deadlines on a project
- monitor a project and track its progress
- print various aspects of a project

Course content

- Project Basics
- Project Help
- Creating A New Project
- Project Management
- Creating Tasks
- Task Durations
- Creating Relationships
- Resourcing A Project
- Assignment Concepts
- Assigning Resources
- Resource Leveling
- Assigning Materials
- Costs
- Constraints & Deadlines
- Project Monitoring
- Printing

Duration & course dates

2 days 14 & 15 May; 27 & 28 August

Investment

\$725

Assessment

There is no assessment on this course.

Location

Level 2, 12-22 Rothschild Avenue, Rosebery NSW 2018

Program code MPR

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Learn4Life 12-22 Rothschild Avenue Rosebery NSW 2018 Australia

Telephone: 1800 727 640 Facsimile: 61 2 8117 2018 Email: learn4life@unsw.edu.au Web: www.learn4life.unsw.edu.au

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