



Presentation Software Training

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Microsoft Project: Introduction to Advanced

Overview & objectives

This two-day course is designed to help delegates apply project management concepts. A delegate will learn how to work in Gantt Chart view to add tasks and duration to a task list, insert and delete tasks, create task links, create a new base calendar, task calendar and resource calendar. They will learn how to create a resource pool in Resource Sheet view, etc.

Course Pre-requisite

Microsoft Windows & Microsoft Excel Introduction, as well as a basic understanding of Project Management.

Who should attend?

The course has been designed for delegates whose goal is to become proficient managers by using Microsoft Project to create efficient and cost-effective projects for their organizations.

Course Outline

This course consists of 12 modules	
Module One	What are Projects?; Assess your Project and Define a Goal; Developing Parts of a Project; The GANTT Chart; The Network Diagram; Identifying Project Milestones
Module Two	Opening a Project File; Saving & Closing a File; Protect your Project with a Password; Changing Views; The Split Bar & Split Box; The Entry Bar; Creating a New Project; Start & Finish Text Boxes; Scheduling with Calendars; Working with Organizer
Module Three	Entering Tasks in the GANTT Chart; Creating Tasks in the GANTT Chart; Entering & Estimating Task Durations; Entering Milestones; Creating Links; Task Deadlines & Task Constraints
Module Four	Understanding Summary Tasks; Outlining a Task List; Indenting & Outdenting Tasks; Collapsing & Expanding the Outline
Module Five	Understanding the Relationships between Tasks; Defining Types of Dependency Link Relationships; Entering Dependency Links; Understanding Lag and Lead Time; Entering Lags and Leads
Module Six	Understanding Resources & Costs; Defining the Resource Pool; Setting up People Resources; Setting up Material Resources; Filling in the Resource Fields; Understanding Resource Calendars; Sorting Resources
Module Seven	Establishing a Scheduling Method; Reviewing the Essential Components of Resource Assignments; Assigning the Work; Understanding the Driver Resource Concept; Choosing a Task Type; Understanding Effort Driven Tasks; Assigning Resources to Tasks; Adding Resources; Entering Overtime Work
Module Eight	Understanding the Resource Allocation View; Resource Over Allocation; Identifying Resource Over Allocations; Working with the Resource Usage View; Setting the Baseline or Plan; Capturing the Baseline; Viewing the Baseline; Creating a Resource Template
Module Nine	Filtering Resources; Creating a Custom Filter; Entering Filter Criteria
Module Ten	Tracking Actual Performance & Cost; Using the Tracking Table; Using the Task Form for Tracking; Analyzing Progress; Identifying the Critical Path
Module Eleven	Changing the Page Setup; Using Print Preview; Printing
Module Twelve	Working with Multiple Projects; Hiding & Unhiding Open Windows; Combining Tasks from different Files into one Window; Combining Projects into one File; Working with Inserted Projects; Creating Links between Tasks in Separate Projects; Sharing Resources among Projects; Creating the Resource Pool; Saving Multiple Files in a Workspace

Additional Information

Duration	2 days
Cost	R1 830,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.