

Microsoft Project Foundation Course Outline

Duration:	1 Day
Benefit:	This course is designed to provide individuals with the necessary skills and information to create a basic project plan. It will benefit Project Managers and Project Administrators who wish to know how to create efficient and cost effective projects.
Objectives:	Upon completion of this course, attendees will be able to create a project plan using tasks and task relationships, add resources and view project information.
Pre-requisites:	Attendees do not need any previous experience of Project but must have a basic understanding of PC's, including familiarity with a keyboard and mouse. An understanding of Project Management concepts is beneficial but not necessary.
Version:	Training is available on all versions of Project.

Microsoft Project Basics

- Microsoft Project concepts
- Using help

Creating a Project Plan

- Create a Project calendar
- Enter Project information
- Exploring the Project window

Creating Tasks

- Creating task lists
- Recurring tasks
- Inserting milestones
- Moving, copying and deleting tasks
- Grouping tasks
- Entering task notes
- Creating and editing task relationships
- Displaying the Critical Path
- Setting lead and lag times

Managing Date Constraints

- Date constraint types
- Creating date constraints
- Adding deadlines
- Using the constraints table

Managing Resources

- Creating resources
- Managing resource calendars
- Assign resources to tasks
- Use the resource graph to identify availability
- View and manage resource costs
- Managing effort driven tasks

Finalising the Project Plan

- Finalising schedules
- Saving a baseline
- Using Project views

Filtering and Sorting

- Working with standard and auto filters to view data
- Sorting tasks and resources

Tracking Project Progress

- Adding percent complete against tasks
- Inserting progress lines