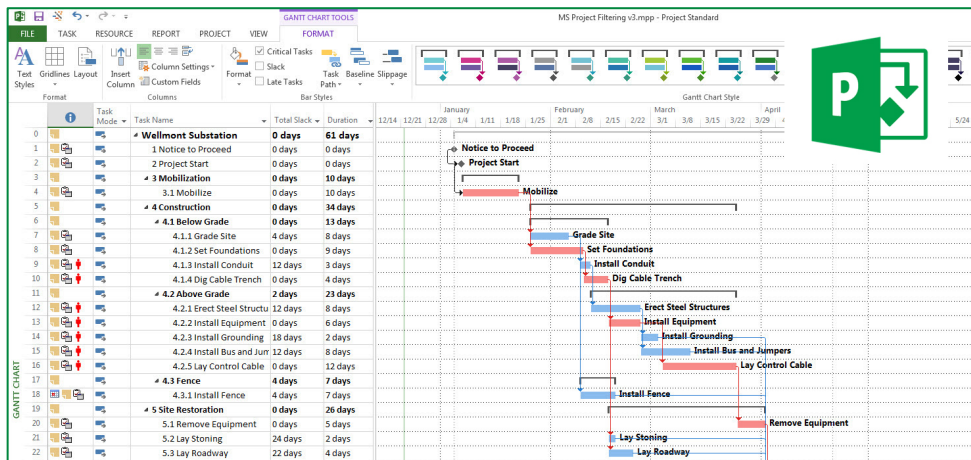


# Introduction to Microsoft Project

## Training course outline

Microsoft Project is the de facto standard project management tool, providing everything you need to develop plans, assign resources to tasks, track progress, manage budgets and analyse workloads.

*Introduction to Microsoft Project* training teaches you the key techniques you need to begin using the application in earnest.



### Course summary

This introductory-level course provides a thorough grounding in Microsoft Project. Sessions include:

- Entering the task list
- Entering and assigning resources
- Working with reports
- Working with tasks, resources and costs
- Balancing your project
- Updating and checking project progress

### Duration

Two days.

### Who should attend?

Anybody who needs to use Microsoft Project in their day-to-day work.

### In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see [armada.co.uk/liveonline](http://armada.co.uk/liveonline).

### General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

### Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

### Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

### After course support

Following training, you're entitled to 30 days' email support from your trainer.

### Further information

See [armada.co.uk/course/project](http://armada.co.uk/course/project).

### Course syllabus

See over.



Project



# Course syllabus

Topics	Sub-topics
<b>The fundamentals</b>	<ul style="list-style-type: none"> <li>Planning the project</li> <li>Understanding project management</li> <li>What's new in Project</li> <li>Understanding the Project screen</li> <li>Using common views</li> <li>Using more views</li> <li>Creating a new project</li> <li>Selecting the project scheduling date</li> <li>Selecting the project calendar</li> <li>Adjusting working hours</li> <li>Adjusting working days</li> <li>Creating a new calendar</li> <li>Printing a view</li> <li>Using help</li> </ul>
<b>Entering the task list</b>	<ul style="list-style-type: none"> <li>Entering tasks</li> <li>Estimating task duration</li> <li>Entering task duration</li> <li>Entering a milestone</li> <li>Organizing tasks into phases</li> <li>Linking tasks</li> <li>Editing task links</li> <li>Unlinking tasks</li> <li>Creating recurring tasks</li> <li>Using the task information dialog box</li> <li>Using task notes</li> <li>Moving and copying a task</li> <li>Inserting and deleting a task</li> </ul>
<b>Entering and assigning resources</b>	<ul style="list-style-type: none"> <li>Entering people resources</li> <li>Entering equipment resources</li> <li>Entering material resources</li> <li>Adjusting individual resource working schedules</li> <li>Using resource notes</li> <li>Understanding effort driven scheduling</li> <li>Assigning resources to tasks</li> <li>Assigning additional resources to tasks</li> <li>Assigning material resources to tasks</li> </ul>
<b>Viewing the project</b>	<ul style="list-style-type: none"> <li>Using split views</li> <li>Sorting information</li> <li>Grouping information</li> <li>Filtering information</li> <li>Using AutoFilters</li> <li>Using zoom</li> </ul>
<b>Working with reports</b>	<ul style="list-style-type: none"> <li>Opening a report</li> </ul>

Topics	Sub-topics
<b>Working with tasks</b>	<ul style="list-style-type: none"> <li>Changing task scheduling mode</li> <li>Overlapping tasks</li> <li>Delaying tasks</li> <li>Setting task deadlines</li> <li>Setting task constraints</li> <li>Splitting tasks</li> <li>Understanding task type</li> <li>Assigning a task calendar</li> <li>Understanding task indicators</li> </ul>
<b>Working with resources</b>	<ul style="list-style-type: none"> <li>Delaying resource start time</li> <li>Applying predefined resource contours</li> <li>Specifying resource availability dates</li> <li>Grouping resources</li> <li>Assigning a resource calendar</li> </ul>
<b>Working with costs</b>	<ul style="list-style-type: none"> <li>Entering resource overtime rates</li> <li>Specifying pay rates for different dates</li> <li>Adding pay rates for a resource</li> <li>Applying a different pay rate to an assignment</li> <li>Using material resource consumption rates</li> <li>Entering task fixed costs</li> </ul>
<b>Balancing your project</b>	<ul style="list-style-type: none"> <li>Scheduling resource overtime</li> <li>Identifying resource overallocation</li> <li>Balancing resource overallocations manually and automatically</li> </ul>
<b>Updating project progress</b>	<ul style="list-style-type: none"> <li>Saving a baseline plan</li> <li>Updating the entire project</li> <li>Updating task actual values</li> <li>Updating task completion percentage</li> <li>Updating actual work and actual costs</li> </ul>
<b>Checking project progress</b>	<ul style="list-style-type: none"> <li>Viewing project statistics</li> <li>Viewing project costs</li> <li>Viewing the project's critical path</li> <li>Checking duration variance</li> <li>Checking work variance</li> <li>Checking cost variance</li> <li>Identifying slipped tasks</li> <li>Saving an interim plan</li> </ul>
<b>Working with reports</b>	<ul style="list-style-type: none"> <li>Opening a report</li> <li>Adding page elements to a report</li> <li>Creating visual reports</li> </ul>
<b>Working with multiple projects</b>	<ul style="list-style-type: none"> <li>Consolidating projects</li> <li>Viewing multiple project critical paths</li> <li>Viewing consolidated project statistics</li> <li>Creating a resource pool</li> </ul>

