



MICROSOFT PROJECT

Who Should Attend:

The target audience for this seminar is project managers, managers, owners, engineers, supervisors, technicians and any other personnel with responsibility to plan and implement projects.

Objectives:

At the end of this training seminar, participants will be able to:

- Increase the awareness of current project management concepts
- Apply detailed planning and organizing techniques for good time management
- Prepare and evaluate projects
- Use relevant and appropriate tools for implementing projects in their companies
- Complete projects in a cost-effective manner and within budgets
- Increase the awareness of effective communication and teamwork

Course Content

1. Project Management Overview
 - a. Definition of a Project
 - b. Definition of Project Management
 - c. Elements of Project Management
 - d. Project Life Cycle
 - e. Microsoft Project Database
 - f. Project Management Process
 - g. Putting it Together in Microsoft Project
 - h. The Baseline Plan and Interim Plans
2. Creating the Plan – Part I
 - a. Create a New Project
 - b. Enter Key Project Information
 - c. Project Information Dialog Box
 - d. Set up the Project Calendar
 - e. Enter Tasks and their Durations
 - i. How Duration is Calculated
 - f. Task Information Dialog Box
 - g. Establishing Milestones
 - h. Establishing Recurring Tasks
 - i. Establishing Summary Tasks and Subtasks (outlining)
 - j. Rearranging Tasks
 - k. Linking Tasks
 - l. Overlapping Tasks or adding Lag Time Between Them
 - m. Set a Specific Start or Finish Date for a Task (Constraining a task)
 - n. Adding a Deadline to a Task
 - o. Splitting Tasks (Interrupting a task)