

Get Started Here

Microsoft Project is a popular application for project management.

One-on-One Personal Computer Training provides a comprehensive introduction to Project 2003 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to project management software. It covers the essential features people need in day-to-day use of Project.

At the end of the course, the student will be able to:

- ☞ Start Project and leave it
- ☞ Create, edit, format and print a project
- ☞ Open, save and close project files
- ☞ Take advantage of features such as in-cell editing, entry bar, view bar, undo, help and the Planning Wizard
- ☞ Work with sub-tasks, outlines, views, tables and reports
- ☞ Assign Resources and Costs
- ☞ Specify the type of task, constraints and dependencies
- ☞ Apply filters and sort data
- ☞ Specify working time calendars
- ☞ Identify the critical path, shorten the schedule and resolve over-allocation of resources
- ☞ Set a Baseline, enter actual data and track the progress of the project.

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Part 1

- ☞ Introduction to project management and terminology
- ☞ Starting and leaving project
- ☞ Components of the Project screen
- ☞ Help, Office Assistant and Planning Wizard
- ☞ Moving around the screen and selecting tasks
- ☞ Entering project information, tasks, duration's, dates and dependencies
- ☞ Opening, saving and closing projects
- ☞ Working with outlines
- ☞ Moving, copying, editing, deleting and undo
- ☞ Assigning and editing resources
- ☞ Resource calendars and calendar options
- ☞ Entering and viewing costs
- ☞ Page setup, page breaks and printing

Part 2

- ☞ Project management principles
- ☞ Task types, recurring tasks, task notes and constraints
- ☞ Overlaps, delays and types of dependencies
- ☞ Splitting tasks
- ☞ Formatting and the Gantt Chart Wizard
- ☞ Tables, views, sorting and filters
- ☞ Network Diagrams and Calendar View
- ☞ Working time calendars
- ☞ Solving resource over-allocation problems
- ☞ Identifying and shortening the critical path
- ☞ Setting a baseline, entering actual data and tracking progress
- ☞ Standard reports and custom reports

Prerequisites

Students should already be familiar with PCs and Windows but no project management experience is necessary.

Enquiries

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