

Workshop Summary

Microsoft Project is becoming an invaluable tool for those responsible for planning, structuring and controlling projects. Participants in this Workshop will gain an understanding of the basic principles of Project Management and learn how to use Microsoft Project as a business Project Planning System. Case studies are used to enable delegates to practise in a risk free environment.

Who Should Attend

Those who are new to project planning and control and / or Microsoft Project. Participants need no previous knowledge of MS Project but must be PC keyboard literate with experience of MS Windows.

Workshop Contents

- Guidelines for planning a project
- Creating a new project
- Creating and modifying calendars
- Working with views and tables
- Creating, modifying and tracking tasks
- Scheduling types
- Understanding different task types
- Creating and assigning resources
- Entering and working with project costs
- Tracking and comparing actuals against target
- Creating reports

Follow Up Workshops

People Management Skills for Team Leaders (MD2); Building a High Performance team (MD3); Creative Problem Solving and Decision Making (COM9); Effective Management of Projects – Tools & Techniques (PM1)

Dates On Application

Fee On Application

'Please note the above Workshop requires minimum attendance numbers'