



The aim of this course is to teach participants the skills necessary to create a Project template and a Project plan from scratch to tracking. This includes a project calendar with exceptions, tasks & outlines, links, leads and lags, also resource management including resource calendars and assignment. It is suitable for beginners, those that are **self-taught** and wanting to fill the gaps in their knowledge, or those who have not attended a Project course in a very long time or those making the transition from an older version of Project. The depth of the subject matter depends on the depth of the learners understanding.

COURSE CONTENT

INTRODUCTION

<input type="checkbox"/> INTRODUCTION TO PROJECT MANAGEMENT	<input type="checkbox"/> HISTORY & STEPS TO CREATING A PLAN
<input type="checkbox"/> SCREEN; QUICK ACCESS TOOLBAR & RIBBON	<input type="checkbox"/> TIMELINE & VIEW BAR

PROJECT INFORMATION

<input type="checkbox"/> SET UP PROJECT INFORMATION	<input type="checkbox"/> PROJECT START DATE
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PROJECT PROPERTIES

<input type="checkbox"/> FILE PROPERTIES	
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PROJECT OPTIONS

<input type="checkbox"/> GENERAL, DISPLAY & SCHEDULE OPTIONS	ADVANCED & SAVE OPTIONS
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PROJECT CALENDAR

<input type="checkbox"/> 24 HOUR, STANDARD OR SHIFT CALENDAR	<input type="checkbox"/> WORKING DAYS & TIMES
<input type="checkbox"/> NON-WORKING DAYS & TIMES & EXCEPTIONS	<input type="checkbox"/> PUBLIC HOLIDAYS
<input type="checkbox"/> CUSTOMISE TIME SCALE	<input type="checkbox"/> PROJECT TEMPLATES, EMAILING & PASSWORDS

TASKS

<input type="checkbox"/> INSERT TASKS, MANUAL & AUTOSCHEDULE	<input type="checkbox"/> SUMMARY TASKS & SUB TASKS & MILESTONES
<input type="checkbox"/> SPELL CHECK	<input type="checkbox"/> RECURRING TASKS

OUTLINING

<input type="checkbox"/> WORK BREAKDOWN STRUCTURE (WBS)	<input type="checkbox"/> OUTLINE NUMBERING
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DURATIONS

<input type="checkbox"/> MINUTES, HOURS, WEEKS, DAYS, MONTHS ETC.	<input type="checkbox"/> DEFAULTS
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PROJECT SUMMARY

<input type="checkbox"/> ZOOMING & TIMESCALE	<input type="checkbox"/> ROUND TO WHOLE DAYS
<input type="checkbox"/> POSITION NON-WORKING DAY BARS	<input type="checkbox"/> DATE FORMAT
<input type="checkbox"/> STANDARD AND ELAPSED DURATIONS	<input type="checkbox"/> SPLITTING AND UN-SPLITTING A TASK
<input type="checkbox"/> BAR STYLES	<input type="checkbox"/> WORKING WITH NOTES

TASK LINKS, LEADS & LAGS

<input type="checkbox"/> CREATE AND BREAK TASK LINKS	<input type="checkbox"/> SCROLL TO TASK BUTTON
<input type="checkbox"/> FINISH-FINISH, START-START, START TO FINISH	<input type="checkbox"/> LAGS AND LEADS

CRITICAL PATH MANAGEMENT

<input type="checkbox"/> ADJUSTING PROJECTS START DATE	CRITICAL PATH
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RESOURCE MANAGEMENT

<input type="checkbox"/> INSERT RESOURCES, UNITS & COSTS	<input type="checkbox"/> RESOURCE POOL
<input type="checkbox"/> SHARE RESOURCES BETWEEN PROJECTS	<input type="checkbox"/> EDIT RESOURCE CALENDARS
<input type="checkbox"/> DIFFERENT & CHANGING RESOURCE RATES	<input type="checkbox"/> ASSIGNING RESOURCES TO TASKS
<input type="checkbox"/> FIXED TASK DURATIONS	<input type="checkbox"/> ASSIGNING RESOURCES TO TASKS
<input type="checkbox"/> WORK & RESOURCE COST FORM	<input type="checkbox"/> ASSIGNING OVERTIME

OVERALLOCATION

<input type="checkbox"/> CHECK FOR RESOURCE OVER ALLOCATION	<input type="checkbox"/> RESOLVE OVER ALLOCATION & LEVELLING
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COSTS

<input type="checkbox"/> ADDING FIXED COSTS TO THE PROJECT	<input type="checkbox"/> VIEWING AND WORKING WITH ALL COSTS
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VIEWS

<input type="checkbox"/> INSERTING & HIDING COLUMNS	<input type="checkbox"/> CREATING CALCULATION COLUMNS
<input type="checkbox"/> FILTERING & HIGHLIGHT TASKS	<input type="checkbox"/> PROJECT VIEWS
<input type="checkbox"/> CRITICAL PATH, SLACK, GANTT & BAR STYLES	<input type="checkbox"/> WORKING WITH CONSTRAINTS

BASELINE

<input type="checkbox"/> SAVING AND SETTING THE BASELINE	
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TRACKING and REPORTING

<input type="checkbox"/> TRACKING GANTT & TRACKING TABLE	<input type="checkbox"/> UPDATE PROJECT PROGRESS
<input type="checkbox"/> PROGRESS LINES & STATUS DATE	<input type="checkbox"/> MASTER & SUB PROJECTS
<input type="checkbox"/> GANTT CHART WIZARD	<input type="checkbox"/> PRINTING & REPORTS

KEYBOARD SHORTCUTS FOR PROJECT