



Project Essentials & Beyond

Course Content

General Outline

This course will take you through the important basics and beyond in using this powerful project management tool.

You will learn how to add tasks, subtasks and recurring tasks to your project. You will complete exercises that show you how to enter durations to the tasks and then link those tasks so that they are consecutive.

You'll also learn how to graphically view your project and the ways that you can adjust the project schedule easily and quickly.

The management of resources is an important aspect of any project, and our course will show you how to add, change, remove and report on your project's resources.

Powerful ways to add constraints to project tasks, such as must-finish-on and start-no-earlier-than constraints, are covered in our comprehensive hands-on exercises.

Word, PowerPoint and on the web, will also be carried out.



Duration & Rate:

- ◆ 2 day public course (\$660) OR
- ◆ 4 x 1-hour online (\$176) OR
- ◆ Closed / Onsite (inquire)

Detailed Course Outcomes

- ◆ Plan the project on paper first
- ◆ Describe the Project screen layout
- ◆ Create a project file from 'scratch'
- ◆ Set working times and project defaults
- ◆ Add tasks, summary tasks and detailed tasks
- ◆ Add durations to tasks
- ◆ Demote and promote tasks
- ◆ Link tasks and create relationships
- ◆ View Gantt charts, PERT charts and calendars
- ◆ Apply constraints to fine-tune the schedule
- ◆ Format text and Gantt bars
- ◆ Consider a project's 'Baseline' and 'Critical Path'
- ◆ Show 'Baseline' and 'Critical Path' on Gantt bars
- ◆ Assign resources (plant, people, etc) to tasks
- ◆ Adjust hours worked on tasks
- ◆ View costings and budget reports
- ◆ Track the project's progress
- ◆ View and print simple reports
- ◆ Create filters to customise views
- ◆ Resolve problems in the Project Plan

Prerequisites:

No experience with using Project is required nor assumed. Users should be familiar with using a Windows PC.

Public Course Includes:*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

How to Book:

- ◆ Phone us on (02) 6041 2711.
- ◆ Email us on office@classtraining.com.au.
- ◆ Book online at www.classtraining.com.au.