



Project Essentials & Beyond

Course Content

General Outline

This 2-day course covers all the important skills you need when creating and managing your projects.

As well as learning how to create your project schedule easily and correctly, you'll look at how to manage resources, create job quotes and report on your project's budget.

An important aspect of the course is how to customise and adjust the information to report exactly the way you want to report.

You'll even look at how to track the progress of your project once it goes 'live', and see where or if it's going off-track or off-budget.

Finally, you'll learn how easy it is to consolidate and manage multiple projects and share resources across those projects.

Detailed Course Outcomes

- ◆ Describe the **Project screen layout**.
- ◆ **Create a project file** from 'scratch'.
- ◆ **Set up important working times** and defaults.
- ◆ Add tasks (summary and detailed) to **create a schedule**.
- ◆ Add **durations** to tasks.
- ◆ **Link tasks** and create relationships.
- ◆ Apply **constraints** to fine-tune the schedule.
- ◆ Add **documents** (budgets, images, PDFs, etc) to tasks.
- ◆ **Format and customise** text and Gantt bars.
- ◆ Create **filters** to customise views.
- ◆ View a project's '**Baseline**' and '**Critical Path**'.
- ◆ Add **customised columns** to tables.
- ◆ Create and allocate **resources** (plant, people, etc) to tasks.
- ◆ **Adjust hours on tasks** to fine-tune schedules.
- ◆ View costings, budgets and **important reports**.
- ◆ Track the project's **progress**, entering actuals.
- ◆ View costings, budgets and important **reports**.
- ◆ Automatically **update and reschedule** projects.
- ◆ **Resolve problems** in the Project Plan.
- ◆ **Consolidate and manage multiple projects** and shared resources.



Delivery & Duration

- ◆ **2 days** (public course), **OR** **2 x 3-hour** online sessions, **OR** Closed / Onsite (inquire)
- ◆ For rates and dates, visit: classtraining.com.au/coursedates/27-project-essentials-beyond/

Prerequisites

No experience with **Project** is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* *Inquire re details.*

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email: office@classtraining.com.au
- ◆ Book online: classtraining.com.au/coursedates/27-project-essentials-beyond/

