Project
One Day Workshop

CLASS
TRAINING

General Outline

This 1-day workshop will take you through the important basics and beyond in using this powerful project management tool.

You'll learn how to quickly and correctly set up and create your project schedule of works, and also how to apply external constraints, such as deadlines and milestons.

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.

Finally, you'll cover how easy it is to track the project and see if it's going off-track or if it's over-budget.

Bring along your own questions or examples of the projects you've been creating so we can help improve them.

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.

♦ View a project's **'Baseline'** and **'Critical Path'**.

♦ Create and allocate **resources** (plant, people, etc) to tasks.

♦ View costings, budgets and important **reports**.

♦ Track the project's **progress**, entering **actuals**.

♦ **Resolve problems** in the Project Plan.

Client Reviews

"Well organised and able to work at your own pace."
Luc, Environmental Engineer

"Impressed with the coffee and the comprehensive workbook."
Kathryn, Project Officer

"Now I know where and why I was going wrong with my projects. Thanks, Mark, you've changed my life!"
James, Construction Planner

Delivery & Duration

♦ **1 day** public course, **OR**
1 x 3-hour online session **OR**
Closed / Onsite (inquire)

♦ For rates and dates, visit:
**classtraining.com.au/
coursedates/28-project-
essentials-workshop/**

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/28-project-
essentials-workshop/**

[Work Smarter]