

Goals and Objectives

Goals of this course

- a. To introduce the features that make it dramatically easier to plan, manage, and communicate any kind of project.
- b. To be able to use Microsoft Project to create project plans, track progress, foresee problems and communicate important project information quickly and easily.

Objectives of this course

After reading this course the user will be able to:

1. Specify project start and / or estimated completion dates;
2. Create a list of resources required for the project and add details about them;
3. Create working calendars for the project schedule and any resources used;
4. Enter a list of tasks for the project, identify summary tasks and milestones;
5. Create relationships between tasks;
6. Assign resources to tasks;
7. Identify resource over allocation;
8. Use one of the various methods to deal with resource over allocation;
9. Apply filters and sorting to focus on important project information;
10. Format and print customised tables, views, and reports.

The user will be able to do all of the above as specified in the course exercises using MS Project.