

## Project Foundation (2003/2007)

2 days

### Proposed course outline

Learn the basic concepts of project management and of using MS Project. Creating calendars, use resources, understand timelines and reporting tools.

Courses are tailored to individual requirements but topics which may be covered include:

#### **Introducing Project**

- Overview of project management
- MS Project screen
- Getting Help

#### **Creating Tasks**

- Entering tasks
- Understanding durations
- Setting milestones
- Linking
- Predecessors and Successors
- Changing views

#### **Task Relationships**

- Understand Finish to Start and other variations
- Critical path
- Slack time
- Dangling tasks

#### **Calendar**

- Changing working hours
- Creating holidays and shifts
- Creating calendars for different resources

#### **Resources**

- Materials/People
- Priorities

- Assigning to tasks
- Splitting tasks
- Shared resources
- Viewing workloads
- Managing conflicts

## Costs

- Resource costs
- Cost tables
- Fixed costs
- Duration driven costs
- Reports

## Reports & Printing

- Task reports
- Workload
- Gantt Chart
- Calendar
- Network Diagram