

Microsoft Project

Microsoft Project Fundamentals – 1 day training course

Microsoft Project Fundamentals is a focused 1 day training course designed specifically for those who wish to create well-structured and effective schedules using Microsoft Project. It's designed to take the user from the novice or self-taught stage through to a level where they'll feel comfortable with the scheduling tools within Microsoft Project, and will serve an excellent basis on which participants can then begin to apply them to recreate their actual projects in Microsoft Project format.



At the conclusion of the course users will be able to use the software from planning phase through to tracking, monitoring and controlling. This includes creation of baselines and planned/actual variance reporting.

Topics covered during the 1 day course:

Starting the Project

- Starting a new project file
- Setting up Options and Calendars
- Scheduling from the Start Date vs. Finish date
- Setting the start date
- Entering summary information

Task Entry Phase

- Creating tasks
- Setting task durations
- Identifying milestones
- Creating summary and sub tasks
- Viewing task level details

Baselines and Tracking

- What is a baseline?
- Creating a baseline
- Tracking the project
- Identifying variance

Scheduling

- Why we need tasks relationship
- Predecessors and successors
- The four relationship types
- Creating task relationships
- Modifying task relationships
- Applying lead and lag
- Interlinking sub tasks
- Concurrent phases
- Hanging tasks
- Identifying the critical path
- Entering constraints and deadlines

Resources

- What is a resource?
- Types of resources
- Entering resources
- Simple resource assignment

Participant Outcomes

- ✓ Understand the key elements to implement MS Project Skills in the modern workplace
- ✓ How to use technology to develop and release your personal productivity style
- ✓ Communicate and manage your workplace relationships towards your desired outcomes
- ✓ Set your goals and achieve the personal reward and satisfaction of fulfillment
- ✓ Create your personal action plan to implement as soon as your back in the workplace

Workshop Format

All of our workshops use adult learning methods to maximise interactivity, engagement and fun. Our Facilitators use a combination of professional visual aids as well as multimedia to present the information. Each workshop has tailor made activities and discussions and even though the information has a specific format it is adapted and customised to suit each group.

All CAL facilitators are industry experts in their chosen field and come with a wealth of practical business experience, qualification and application.

Price: \$450 plus GST (1 Day)

Includes all materials as well as morning tea, lunch and afternoon tea.

Early Bird Price:

Up to 4 Weeks before Schedule Date
less 10%

Group Booking Price:

- 2 Participants 10%
- 3 and above Participants 15%

To Register:

Call us on (03) 9421 2444

[Click Here to Register Online](#)

Location:

All courses are conducted Level 8, 350 Collins Street, Melbourne VIC 3000

[Click Here to View all of our Short Courses and Public Schedule](#)

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