



MS PROJECT INTRODUCTION

COURSE OUTLINE



01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course is designed for project managers, team leads, and individuals involved in project planning and management who want to gain a foundational understanding of Microsoft Project.

Pre-Requisites:

No prior experience with Microsoft Project is required. Participants should have a basic understanding of project management concepts and be familiar with the general use of computer applications.

Course Objectives:

By the end of this one-day course, participants will have gained essential skills in using Microsoft Project for project planning, task management, and resource allocation.

01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- Overview of project management software.
- Understanding the role of Microsoft Project in project planning.
- Navigating the MS Project Interface:
- Introduction to the MS Project interface and menus.
- Familiarisation with the Ribbon and Quick Access Toolbar.
- Creating a New Project:
- Setting up a new project in MS Project.
- Defining project properties and settings.
- Task Creation and Dependencies:
- Adding tasks to the project.
- Establishing task dependencies and relationships.
- Resource Management:
- Adding resources to the project.

01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- Assigning resources to tasks.
- Baseline and Tracking Progress:
- Creating a project baseline.
- Tracking task progress and updating project status.
- Introduction to Project Views and Reports:
- Overview of Gantt Charts and other project views.
- Generating basic project reports.
- Resource Leveling and Optimisation:
- Understanding resource leveling.
- Optimising resource usage for better project efficiency.

