

Project Fundamentals (Modules 1 –4)

1 Getting Started with MS Project

- ◆ Project Management Terminology
- ◆ Essential Project Tools
- ◆ Project Planning
- ◆ Starting Ms Project and the Opening Screen
- ◆ Using Views, Tables and Filters

2 Starting a New Project & Scheduling Tasks

- ◆ Setting Project defaults
- ◆ Base Calendar (Working Time)
- ◆ Entering Tasks and Durations
- ◆ Adding Milestones
- ◆ Editing Task Information
- ◆ Creating the Work Breakdown Structure (Outlining)
- ◆ Working with Task Relationships (Linking Tasks)

3 Creating and Using a Resource Pool

- ◆ Entering Resources
- ◆ Editing Resource Information
- ◆ Assigning Resources
- ◆ Managing Resource Calendars
- ◆ Adjusting Resource Costs and Allocations

4 Managing The Project

- ◆ Setting the Baseline
- ◆ Printing the Gantt Chart
- ◆ Printing the built-in Reports
- ◆ Working with the Critical Path
- ◆ Resolving Resource Conflicts
- ◆ Applying Constraints
- ◆ Tracking the Project