SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

MS Project – Introduction

PM008

MS Project – Introduction

This course is designed for individuals who want to use Microsoft Office Project Professional. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

Duration & Price

Duration: 1 day
Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

- Description of Project Views, applying Views
- Using Dual Pane Views for Project Management
- Applying Filters to Views
- Formatting Text and Views, use of Gantt Chart Wizard
- Print Set-up, printing Views
- Printing Calendars and Project Reports

Who should participate?

Delegates will get the most out of this course if they want to learn how to use Microsoft Office Project Professional to assist them with project management. Delegates should be familiar with terms such as Gantt Chart, task, critical path, and resource. Delegates should also be familiar with terms such as computer memory, data files, and program files. No knowledge of Microsoft Project is assumed.

What will I learn?

Participants achieve the following learning outcomes from the programme;

- Understand the concepts of project scheduling and management, the project lifecycle, triple constraints and explanation of terms
- Understand MS Project screen and default view (Gantt Chart)
- Create a project – specifying 'Schedule From' date, entering tasks, recurring tasks and milestones
- Define task relationships, specifying lead and lag time
- Save a project – definition of the project baseline
- Navigate through a project – editing tasks using task information, entering constraints, assigning notes, attaching documents and drawings to Tasks
- Understand the concept and development of a Work Breakdown Structure (WBS)
- Create summary tasks – outlining the project based on a WBS
- Create resource sheets, assigning resources: - use of standard and resource calendars, creating new/group calendars

Tutors

Liam Dillon
View Profile

Louise Church
View Profile

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.

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SQT Training Ltd. | T: +353 61 339040 | E: info@sqt-training.com
W: sqt-training.com

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