

Microsoft Project 2000 Core Skills – 2 day training course

Course Objective	The task oriented course demonstrates the power and versatility of Microsoft Project as a tool for Project Coordinators, Planners and Managers. On completion of this course delegates will be able to create Gantt charts, prepare project plans, create meaningful schedules, run basic reports and track progress against a project plan. This course covers a substantial amount of work towards the Microsoft Project MOUS core-level certification objectives.
Who Should Attend	Any individual who needs to use Microsoft Project as a planning, scheduling and project support tool.
About the Course	<p>The course provides practical instruction and guidance on how to set up Microsoft Project for your own environments and delegates will participate in practical exercises and demonstrations.</p> <p>The two day course includes modules on:</p> <p>Introduction: Project Management in a nutshell; Why do we need tools?</p> <p>Entering and organising tasks: Getting started; Menus and Toolbars; Creating a Project File; Entering Tasks; Estimating Durations; Milestones; Phases; Linking Tasks; Task Relationships; Documenting Task Details.</p> <p>Setting up Resources: People Resources; Equipment Resources; Material Resources; Adjusting Working Time; Resource Costs and Rates; Documenting Resource Details.</p> <p>Assigning Resources to Tasks: Assignments; Duration, Work and the Scheduling Formula; Assigning Multiple Resources to Tasks.</p> <p>Fine Tuning your Plan: Adjusting Working Time; Changing Task Types; Interrupting Work on Tasks; Setting up Recurring Tasks; Setting Task Constraints; Viewing the Critical Path.</p> <p>Sorting, Grouping and Filtering Project Information: Sorting, Grouping and Filtering Data in Views.</p> <p>Formatting your Project Plan: Formatting the Gantt Chart; Displaying Additional Resource Information in a Text Field; Editing and Creating Tables; Defining Custom Views.</p> <p>Printing project information: Customizing and Printing Views; Customizing and Printing Reports.</p> <p>Tracking Progress against the Plan:</p> <p>Saving a Baseline; Tracking a Project; Entering Percent Complete; Tracking Work by Time Period; Identifying Tasks and Resources that are Over Budget; Troubleshooting Time and Schedule Problems.</p> <p>Managing a Project Team Online: Enabling Workgroup Features; Links to Project Central; Implications of using Task Notifications by Email.</p> <p>Working with Multiple Projects: Consolidated Projects; Creating Dependencies between Projects.</p> <p>Customizing Microsoft Project: Customizing the Project Environment; Working with the Organizer.</p> <p>Using Microsoft Project with other Programs: Copying Project Information as a GIF File; Saving Project Information as a Web Page; Copying and Pasting with Microsoft Project; Opening other File Formats in Microsoft Project.</p>
Course Format	A key feature of this course is the program of hands-on exercises. These exercises help build confidence, consolidate understanding and reinforce learning. Delegates may also try our ideas based on their own project environments.
What's Included	Official Microsoft Project Step-by-Step Courseware.
About the Instructors	This course is delivered by project managers experienced in using Microsoft Project and who understand the practical realities of project management.
About the Service Station	The Service Station is a supplier of professional services in the areas of Project Management, Bid Management, Localisation, Training and Technical Writing.
How to Contact Us	For further information about our services call 01923 854 873, email info@servicestation.co.uk or visit our web site www.servicestation.co.uk .