



# Microsoft Office Project Introduction

Want to arrange this course for your organisation?

Call us on +44 (0)1202 736373 or email [info@spoce.com](mailto:info@spoce.com) for more information

Also available:

MS Project Intermediate

Also relevant:

PRINCE2® Foundation & Practitioner

APM Project Management

## Implementation

SPOCE can work with your organisation to help implement the OGC methods. If you are looking to establish programme & project frameworks within your organisation and need assistance with guidance, tools and techniques, you can contact us on 01202 736373.

Project managers must work within tight schedules, manage resources across the organisation and deliver results on time and within budget. Microsoft Project is a powerful tool to help you break a project down into manageable parts, identify potential bottlenecks and keep your project on track. In this course, you learn how to solve typical project and business problems using the planning, controlling and reporting features of Microsoft Project.

## Who is the course designed for?

Anyone who needs to use Microsoft Project to plan, manage or control a project. Familiarity with project management terminology such as tasks, resources and critical path is helpful.

## What are the course objectives?

This course will give delegates the skills to be able to create, modify and track a project schedule using the internationally acclaimed MS Project platform.

By the end of the course delegates will be able to define project dates, enter project tasks, create and manipulate summary tasks, create relationships between tasks, set task priorities, print reports and track progress.

## What does the course cover?

### Working with Tasks

- ◆ Insert Tasks and their Durations
- ◆ Delete Tasks
- ◆ Create Outline Structures for Tasks
- ◆ View Summary Tasks and Subtasks

### Using Task Relationships

- ◆ Understand Task Relationships
- ◆ Create Links
- ◆ Create Finish-to-Finish Relationships
- ◆ Create Start-to-Start Relationships
- ◆ Create Milestones

### Fine-Tuning Timelines

- ◆ Create Lag Time
- ◆ Set Deadlines
- ◆ Create Constraints

### Getting to the Baseline

- ◆ Save Baselines for Projects
- ◆ Save Baselines for Selected Tasks

### Adjusting & Tracking Your Project

- ◆ Enter Actual Work
- ◆ Reschedule Uncompleted Work
- ◆ Track Percent Complete
- ◆ Enter Remaining Durations
- ◆ Compare Actual Progress with Baselines

### Viewing Project Information

- ◆ Display Critical Paths & Tasks
- ◆ Understand & View Slack
- ◆ View & Modify Standard Reports

### Updating Progress in Your Project

- ◆ Change the Current Date
- ◆ Set Project Status Dates
- ◆ Display Progress With Progress Lines

Delegates may wish to proceed on to the 1 day MS Project Intermediate course.

## What are the entry requirements?

There are no formal entry requirements for this course, however delegates should have knowledge of Windows and be able to use a mouse and keyboard.

Introduction & Intermediate courses can be booked to form 2 day course allowing delegates to have a solid grounding in planning, tracking and resourcing a project.

+44 (0)1202 736373 [info@spoce.com](mailto:info@spoce.com) [www.spoce.com](http://www.spoce.com)

Available as a Client Event for groups

