

# MS Project Fundamentals

## One-day short course



Microsoft Project Fundamentals is a focused one-day training course designed specifically for those who wish to create well-structured and effective schedules using Microsoft Project. It's designed to take the user from the novice or self-taught stage through to a level where they'll feel comfortable with the scheduling tools within Microsoft Project, and will serve an excellent basis on which participants can then begin to apply them to recreate their actual projects in Microsoft Project format.

At the conclusion of the course users will be able to use the software from planning phase through to tracking, monitoring and controlling. This includes creation of baselines and planned/actual variance reporting.

### Topics covered

#### Starting the project

- Starting a new project file
- Setting up Options and Calendars
- Scheduling from the Start Date vs. Finish date
- Setting the start date
- Entering summary information

#### Task entry phase

- Creating tasks and setting task durations
- Identifying milestones
- Creating summary and sub tasks
- Viewing task level details

#### Baselines and tracking

- What is a baseline?
- Creating a baseline
- Tracking the project
- Identifying variance

#### Scheduling

- Why we need tasks relationship
- Predecessors and successors
- The four relationship types
- Creating task relationships
- Modifying task relationships
- Applying lead and lag
- Interlinking sub tasks
- Concurrent phases and hanging tasks
- Identifying the critical path
- Entering constraints and deadlines

#### Resources

- What is a resource?
- Types of resources
- Entering resources
- Simple resource assignment



### Participant outcomes

- ✓ Understand the key elements to implement MS Project Skills in the modern workplace
- ✓ How to use technology to develop and release your personal productivity style
- ✓ Communicate and manage your workplace relationships towards your desired outcomes
- ✓ Set your goals and achieve the personal reward and satisfaction of fulfillment
- ✓ Create your personal action plan to implement as soon as your back in the workplace

### Workshop format

All of our workshops use adult learning methods to maximise interactivity, engagement and fun. Our Facilitators use a combination of professional visual aids as well as multimedia to present the information. Each workshop has tailor-made activities and discussions and even though the information has a specific format it is adapted and customised to suit each group.

All CAL facilitators are industry experts in their chosen field and come with a wealth of practical business experience, qualification and application.

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## Register

Please call 1300 907 870 or visit

<http://collegeforadultlearning.com.au/short-course-rego/>

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### Price

\$395 inc. GST (includes course materials and catering).

### Location

All short-courses held at 3 Prince Patrick St  
Richmond, Melbourne VIC