



Introduction to MS Project

Fine tune your Project Management Skills with MS Project

Learning with a difference...

Benefits

- Run a project from start to finish
- Manage resources efficiently
- Control budgets
- Create useful reports for analysis of your project

Course content

- Starting a project from scratch
- Working with the calendars
- Create tasks, milestones and summaries
- Use the critical path analysis tools
- Learn to work with the formatting features available within MS Project
- Learn to add and then manage resources in your project
- Use the analysis tools
- Track the progress and costs of a project
- Communicating your project to others involved with the project
- Use resource pools to save you time and more accurately track the use of your resources

Course overview

This course will help you to keep your projects on time and within budget. It will also help you to manage your project resources to increase their productivity.

This course will teach you how to create and control the contents of Gantt charts.

Learn how to create stages in a project then direct those stages. You will also come to understand how to manage more than one project at the same time.

Learn to communicate your project progress using the powerful graphical tools available or use the pre-defined reports built into MS Project.

Duration

2 days

Refreshments are provided on arrival, mid morning and mid afternoon. A buffet style lunch is also provided.

Book Now

Call our Sales team on

01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

Other courses we offer

- Project Management
- Managing People Effectively
- Time Management with Outlook

What our customers say about our courses

"Very informative and knowledgeable trainer"

"Can not wait to introduce tips learnt"

"Managing my projects will be much easier now and more controlled"



People Productivity &
Specialist IT Training



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