## Aim of the course:

To provide users with the necessary skills in order to assist them with project planning, and to organise and edit projects as required

## Topics Covered

### What is Project Management?
The four steps to Project Management
Tasks, Resources and Assignments
Setting goals and defining the Scope

### Getting Started
The MS Project screen
Working with Project views
Creating a new project file
Saving a project

### Working with Tasks
What are tasks, phases and milestones?
Entering and editing tasks
Linking tasks and modifying relationships
Reordering a task list
Adding lag and lead times
Creating a task list outline

### Working with Resources
Work and Material Resources
Creating a resource list
Assigning additional units of a resource to a task
Adding new resources to the resource sheet, assigning new resources

### Working with Costs
Examining the different types of rate
Assigning rates to a resource
Assigning fixed costs to a task

### Analysing the Project
Resolving Time Restrictions
Resolving Resource Conflicts

### Printing and Reporting
Printing a view or a report
Printing project overviews, task information and other elements
Using Page Set-up

Keyboard and Windows experience is strongly recommended for students attending this course. Although some project-management experience is an advantage, the basic fundamentals will be discussed and examined during the session