D.T.I.
Direct Training Ireland

Microsoft Project
Fundamentals
1 Day Course
9:30am – 4:30pm

Course Aims & Objectives

Microsoft Project is a powerful project management tool which will assist anyone tasked with creating, administering and tracking a project.

This course will take you through all the main areas of the software package and will show you how to create and track a project from the start. At the end of the course you will be more comfortable using this project management tool and will be able to use it to schedule tasks and control resources and materials as well as track a project budget.

Who Should Attend?

This course starts from the start of the application and is ideally suited for someone with little or no knowledge or experience of Microsoft Project.

This level is not suitable for someone who is very familiar with the software or who requires a more in-depth training course on the advanced features. ***Please understand that time is a factor in all training events and therefore we cannot work on individual participant projects during this course.***

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

- Creating a new project from the start.
- Setting up the work calendars and individual schedules.
- Creating, importing and editing tasks.
- Understanding durations and milestones.
- Creating summary tasks.
- Scheduling and linking tasks.
- Creating resources such as people and equipment.
- Tracking costs of resources.
- Adjusting and managing resources.
- Formatting and printing your plan.
- Fine-tuning task details.

- Setting task constraints and deadlines.
- Viewing the projects critical path.
- Setting a baseline.
- Recording completions and administering the project plan.

Notes and exercise files are available online at www.dti.ie
The notes will cover Project Levels 1 & 2.

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