

Course Overview

Master the essentials of Microsoft Project to plan, track, and deliver projects with confidence.

Build a solid foundation in Microsoft Project using best-practice methods from day one. This course introduces Microsoft Project from the ground up, focusing on practical, business-oriented project management skills. Learners gain the core abilities needed to create, manage, and maintain professional project plans, enabling effective scheduling, resource allocation, and tracking. This is an essential starting point for anyone who wants reliable, transferable project management skills using Microsoft Project.

Who Should Attend?

This course is suitable for:

- Individuals with little or no prior experience of Microsoft Project
- Team members or administrative staff who need to understand project scheduling and tracking
- Project coordinators who want to manage project timelines, resources, and costs efficiently
- Anyone seeking a structured introduction to project planning before moving to more advanced features

Note: This level is not suitable for participants already highly familiar with Microsoft Project or requiring advanced, in-depth functionality. Time constraints mean individual participant projects cannot be addressed during this course.

Required Knowledge:

- Basic computer literacy (keyboard, mouse, file management)
 - No prior experience with Microsoft Project is required
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What You Will Learn

Project Setup and Planning

- Create a new project from scratch
 - Set up work calendars and individual schedules
 - Create, import, and edit tasks
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- Understand task durations and milestones
- Create summary tasks to structure your project

Task Scheduling and Dependencies

- Link tasks and manage dependencies
- Fine-tune task details, constraints, and deadlines
- Identify the project's critical path

Resource Management

- Create resources such as people, equipment, and materials
- Track costs and allocate resources efficiently
- Adjust and manage resources to meet project demands

Project Tracking and Reporting

- Set a project baseline for comparison
- Record task completions and administer the project plan
- Format and print professional project plans for stakeholders

Exclusions:

This course does not cover:

- Advanced project reporting and analytics
- Custom macros or automation within Microsoft Project
- Portfolio-level project management or multi-project consolidation
- Highly advanced resource optimization and levelling

These topics are addressed in higher-level or specialised Microsoft Project training.

Key Learning Outcomes

At the end of this training, you should know how to:

- Plan, structure, and schedule a project effectively
 - Allocate and manage resources and costs
 - Track progress and adjust plans to meet deadlines
 - Produce clear and professional project plans for stakeholders
 - Understand project constraints and critical paths to manage risk
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Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft Project installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

Training Environment Includes:

- Individual PCs with **Microsoft Project**
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- Microsoft Project, Level 2 – Advanced Project Scheduling and Resource Management
- Project Management Principles and Practices (Foundation)

These courses build directly on the skills introduced in Microsoft Project Fundamentals and deepen your project management expertise.

Learner Support

Participants will have indefinite online access to all practice files and notes at <https://www.dti.ie>. Email support will also be offered on items covered during this course at support@dti.ie.