

# Microsoft Project for Beginners (One Day)

Delivered by Brian

## Introduction

Project Management expertise is in great demand today across all sectors of business and government. The course is designed to provide the learner with a basic knowledge of MS Project to create projects using charts and graphs. The course length is 1 day and will be conducted in one morning and afternoon session.

## Who Should Attend?

Those seeking to gain a basic level of understanding of how to use Microsoft Project to schedule basic projects.

## Delivery Methods

This Project Management course is led by a highly experienced project manager and trainer and is a workshop-based approach including class presentations, discussion groups, and group exercises. Delegates will have laptops or PC with MSP setup minimum 2013 version.

## Course Content

- Getting started and understanding the environment
- Creating and modifying tasks
- The work breakdown structure
- Basic scheduling techniques
- Resource management
- Cost management
- Dealing with conflicts and finalising plan

## Outcomes

- Learners will gain a basic knowledge of project management techniques
- Learners will gain a basic understanding of scheduling activities
- Learners will gain a basic understanding of scheduling resources