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Course Title: Microsoft Project Introduction	Course Duration: 3.0 Days
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Microsoft Project Introduction Certificate	

# **Course Syllabus**

Our Microsoft Project Introduction training course covers the following Modules:

## **Module 1: Introduction to Microsoft Project**

- Key project management concepts that apply to Microsoft Project
- How to navigate the Microsoft Project interface
- How to customise the Ribbon and Quick Access Toolbar

### Module 2: Creating a New Project Plan

- Build a project plan by producing a work breakdown structure (WBS)
- Set up tasks, summary tasks, milestones and identify the relationships between them
- Estimate and set up task and project duration, including deadlines
- Manage the subprojects of the master project

# Module 3: Controlling Your Project Plan

- Create new and update existing project calendars
- Implement calendar changes and save them to the global template
- Share calendars with other project stakeholders
- Establish the relationship between project, task, and resource calendars

### Module 4: Keeping Your Project on Track

- Establish a tracking process for your project
- Update project plans with tracking data
- Review project task updates for timeline problems
- Resolve issues with project schedules

### Module 5: Managing Project Resources and Assignments

- Define work, material, and cost resources within your project
- · Assign resources to tasks
- Troubleshoot resource assignments
- Investigate and resolve resource overallocations

## Module 6: Analysing Project Data and Preparing Reports

- Define project stakeholder groups
- Identify project communication requirements

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- Create basic and dynamic project reports, including custom filters and tables
- · Automate reporting tasks via macros
- Share data using the collaborative features in MS Project

## **Course Overview**

Our three-day Microsoft Project Introduction training course you will learn how to use Microsoft Project for project management, including:

- · Creating project plans
- Tracking progress
- · Allocating resources to tasks
- · Creating project reports

# **Course Learning Outcomes**

Our Microsoft Project Introduction training course will teach how to become proficient in the following:

- How to create reports and dashboards to share project progress and data.
- Leverage Microsoft Project to plan and manage several projects at the same time, including schedules and resources.
- Track progress and monitor the variances between target results and actual results.
- · Leverage continued support with after-course one-on-one instructor coaching and computing sandbox.

## **Audience**

Our Microsoft Project Introduction training course will benefit several individuals and organisations including but not limited to:

- Project Managers
- Project Team Members
- · Aspiring Project Managers
- Business Professionals
- Small Business Owners
- Students and Academics
- Individuals Seeking Career Advancement
- Anyone involved in managing projects, regardless of industry or job title. This offers a powerful set of tools and techniques to plan, execute, and track projects effectively, improving project outcomes and increasing efficiency.

## **Entry-Level Requirements**

The are no entry-level requirements for our Microsoft Project Introduction training course.

# **Recommended Reading**

There is no recommended reading for our Microsoft Project Introduction training course.

### What's Included

Our Microsoft Project Introduction training course contains the following:

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- 3-day instructor-led training course
- · After-course coaching available
- · After-course computing sandbox
- · Pre-reading
- Course Manual
- Quizzes
- Exercises

## **Exam Information**

Microsoft Project Introduction Exam:

- Pre-reading
- Course Manual
- Quizzes
- Exercises

## **What's Next**

Attendees may enjoy our four-day Microsoft SharePoint training course.

Our four-day Microsoft SharePoint training course will teach you how to create, manage, and customise websites using SharePoint Online.

Microsoft SharePoint serves as a comprehensive platform for collaboration, content management, and business process automation, empowering organisations to enhance productivity, streamline operations, and facilitate effective teamwork.

#### **Additional Information**

Our Microsoft Project Introduction training course offers several benefits to individuals and organisations including but not limited to:

- Efficient Project Planning: Microsoft Project allows users to create detailed project plans by defining tasks, establishing dependencies, and assigning resources.
- Professional Advancement: Proficiency in Microsoft Project is a valuable skill in the field of project management.
- Enhanced Project Tracking and Control: Microsoft Project provides tools for tracking project progress, updating task statuses, and monitoring project performance.
- Effective Resource Management: Microsoft Project offers robust resource management features, allowing users to allocate resources, track resource availability, and resolve resource conflicts.
- Accurate Scheduling and Timelines: Microsoft Project enables users to create realistic project schedules, taking into account task dependencies, resource availability, and project constraints.
- Increased Productivity and Efficiency: By understanding the functionalities and best practices of Microsoft Project, individuals can streamline project management processes, automate repetitive tasks, and leverage the software's capabilities to improve overall productivity and efficiency.
- Standardisation and Consistency: Microsoft Project provides a standardised approach to project management, allowing organisations to establish consistent project planning, scheduling, and tracking processes across different projects and teams.