Microsoft Project

Microsoft Project is the world's most popular project management software and is used across many different industries around the world.

It is designed to assist project managers in developing plans, assigning resources to tasks, tracking and reporting progress, managing budgets and analysing workloads.

Content includes:

- Overview and Navigation
- Creating a new project
- Creating tasks
- Scheduling
- Creating and assigning resources
- Printing options
- Resource levelling
- Assigning materials
- Costs, constraints and deadlines
- Tracking progress
- Tables, filters and groups

- Custom fields
- WBS codes
- Creating custom views
- Graphical and visual reports
- Project templates
- Linking and combining projects
- Resource sharing
- Downsizing larger projects
- Linking and exporting data

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Project Management Introduction

If you're new to projects, this will give you an overview of how a project works.

You will also learn about the key roles and responsibilities of those working on a project as well as some techniques to keep your project under control.

Content includes:

- Characteristics of a successful project

- What is project management?

- Benefits of using a project management methodology

- The three main project interests

- Key project documents and how they can help keep your project under control

- Techniques to help you build your project plan

- Controls to help you keep your project on track

- Managing change effectively

- Key reports to communicate project progress

- Key activities to help your project come to an organised close

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