

Take Project Management to the next level by tailoring work management solutions to your firm.



Microsoft Project  
One-day programme

Enquire about Microsoft Excel programme to enhance your knowledge on Microsoft applications.



### Who should attend:

Business owners  
Project managers  
Engineers  
Site supervisors

### Facilitator:

**John McGrath** has over 12 years' training experience specialising in Microsoft applications and has now delivered in excess of 3,000 training courses, many of them for leading engineering employers. A testimony of John's expertise is the fact that he is now Microsoft Project consultant for the United Nations Framework Conventions for Climate Change based in Germany where John will be advising on the implementation, using Excel and other packages, of global project plans.

### Enquiries/Bookings:

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# Microsoft Project

One-day programme

## Programme Aim:

To enable participants to manage and track projects successfully and provide essential project management information including resource management, tracking critical path and reporting.

### Programme Outline:

- Introducing & setting up a new project
- Tasks, notes & milestones / Manipulating tasks and constraints
- Dependencies and resources
- Reporting

### Key Learning Outcomes:

Upon completion of this course, attendees will be able to:

- Define and outline a project task list & create and modify task dependency links
- Identify a resource pool and assign resources to various tasks
- Explore several methods for managing resource work
- Track actual progress on a project and reschedule incomplete work
- Format a Gantt chart view, including task bars, timescales, and text attributes

\*Our courses are designed to help you obtain & maintain the **five competences** of a Chartered Engineer (CEng):  
**C1.** Knowledge and Understanding; **C2.** Application of Knowledge; **C3.** Leadership: Technical, Commercial and Managerial; **C4.** Communication & Interpersonal Skills; **C5.** Professional Conduct