CPD TRAINING COURSE
MICROSOFT PROJECT FOR ENGINEERS

Overview
This instructor-led course utilises project tools for creating and managing projects. Specifically, the course covers planning a project, customising calendars, building a project plan outline, creating dependency links, and defining resources as well as assigning resources to tasks. The course also shows students how to manage resource allocation, set a baseline for a project, and track progress on a project. An introduction to formatting views and printing is also included.

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

Learning objectives
Upon completing this hands-on course, the participant will have:

- Built and saved a new project file
- Defined and outlined a project task list
- Created and modified task dependency links
- Identified a resource pool and assigned resources to various tasks
- Explored several methods for managing resource work
- Set a baseline for a project
- Tracked actual progress on a project and rescheduled incomplete work
- Formatted a Gantt chart view, including task bars, timescales, and text attributes
- Previewed and printed views and reports

Programme
- Introducing project
- Setting up a new project
- Tasks, notes & milestones
- Manipulating tasks and constraints
- Dependencies
- Resources
- Views & split windows
- Printing & reports
- What's new in Microsoft Project

Special requirements
No previous experience of Microsoft Project is required but participants should have basic PC skills. A laptop is supplied with Microsoft Project.

Trainer's profile
The Instructor for this Microsoft Project course will be John McGrath from Productive Solutions Ltd. John has over 12 years training experience specialising in Microsoft applications has delivered in excess of 3,000 training courses.

John's aim is to teach you more about Microsoft Project in a day than you might learn in years with software documentation or any self-help tutorial. With John's guidance you'll discover how to use Microsoft Project as it was meant to be used: as a problem-solver, a time-saver and a streamlined means to an impressive end.