

MS PROJECT

LEVEL: BASICS



Duration: 10.5 hours

Prerequisites:

- Knowledge of the Windows environment.
- Have access to a computer and Microsoft MS Project (versions 2013, 2016 or OFFICE 365)

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills learned from the training:

- Understand the basic concepts of project management.

Learn how to navigate the Microsoft Project interface.

Know how to create, plan and manage a simple project.

Master the essential features of MS Project for project monitoring and control.

Attestation: yes

PROGRAM:

Introduction to Project Management and MS Project

- Introduction to Project Management: Definitions, Objectives, and Basic Principles.
- Microsoft Project Overview: History, Available Versions, Key Features.
- Installation and configuration of MS Project.

Interface & Navigation

- Overview of the MS Project interface: ribbon, toolbar, preview pane.
- Navigate an existing project: open, close, save a project.
- Customization of the user interface.

Create a new project

- Create a new project: basic settings, choice of calendar.
- Task definition: task types, durations, dependencies.
- Allocation of resources: people, materials, costs.

Cost & Budget Management

- Cost management: assigning costs to tasks, tracking actual costs.
- Budgeting: estimating costs, tracking expenses.
- Cost analysis: comparison of planned and actual costs.

Project Sharing and Communication

- Project sharing: export to other formats (Excel, PDF).
- Print and publish the project: Create printable reports.
- Using the online sharing feature to collaborate on the project.

Risk & Issue Management

- Identification of potential risks and problems in the project.
- Development of mitigation and contingency plans.
- Monitoring and risk management throughout the project.

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Conclusion and Review

- Review of the key concepts and features of MS Project covered in the course.
- Discussion of challenges and best practices in project management.
- Training evaluation and participant feedback.

QUESTIONS & ANSWERS

