

## Introduction to Project

Many people manage project with to-do lists, hand-drawn wall charts, scribbled notes and calendars. Microsoft Project is a much better way. It helps you organize, plan, budget and manage your project all in one place. In this workshop, you'll learn to:

- Plan a project for efficiency and cost savings
- Organize, track, store and share project details and documents
- Manage and assign resources and personnel
- Get insight with project analysis tools

Length: 2 Days | Time: 9:00am-4:30pm | Workshop ID: 38 | Individual fee: \$650 | Onsite Fee: avail on request

## Topics and Skills

### UNDERSTANDING PROJECTS

- Learn Project Management Terminology
- Navigate MS Project

### BUILD A PROJECT PLAN

- Create A Task List
- Edit and Modify Tasks Types
- Build a Work Breakdown Structure
- Create Task Dependencies
- Understand Task Restraints

### UNDERSTANDING VIEWS

- Work In Project Views
- Print Your Project
- Format Views such as the Gantt Chart and the Calendar

### CHANGING THE SCHEDULING METHOD

- Task Type Settings
- Apply Task Type Settings
- Edit Task Constraints
- Define The Critical Path
- Format The Critical Path

### ADD RESOURCES AND COSTS

- Understand Resources
- Assign Resources To Tasks
- Modify Project, Resource And Task Calendars
- Enter Project Costs

### SORTING, FILTERING AND GROUPING

- Sort and Filter Projects
- Using Color Filters
- Group Within Views

### RESOLVING RESOURCE CONFLICTS

- Apply Task Contours
- Edit Resource Assignments
- Manage Resource Over Allocations
- Setting TheProject Baseline

### RECORDING ACTUALS

- Create Project Reports
- Track Task Progress
- Update The Remaining Schedule
- Compare Baseline And Actual Data

## Basic Skills Checklist

We require that you have good working knowledge in at least one other Microsoft Office Application before attending this workshop.

### CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Dial 1 For Customer Service)  
Toll Free 1800-654-3251

Register Online [www.edtech.ca/course.asp?id=38](http://www.edtech.ca/course.asp?id=38)