# MICROSOFT PROJECT
# INTRODUCTION

Ideal for project managers, coordinators or team members who need to plan and track project schedules, resources and costs electronically.

**ODYSSEY TRAINING™**

An **SGS** Company

**P**   **1** DAY   ONLINE

## Navigating Project
- Navigate around the Gantt Chart view

## Create a project plan
- Create a new project
- Set start / finish dates
- Define time
- Adjust working time in a calendar
- Ass public holidays and new calendars

## Printing and PDF
- Print the Gantt chart
- Save for PDF

## Resourcing a project
- Create a resource pool
- Assign resources to tasks
- Fix overallocated resources

## Tracking projects
- Create and set a baseline
- View the baseline in the tracking Gantt
- Track actual changes in the Tracking table
- Add a variation
- Progress lines
- View a timeline

## Setting up tasks
- Import task information
- Create summary tasks
- Insert tasks
- Add task notes
- task durations
- Create milestones
- Create task relationships/links
- Enter lag and lead time
- Understand project slack
- View the critical path
- Add constraints and deadlines
- Assign a different calendar to a task

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

## Expected outcomes
- Create tasks and manage task durations
- Create relationships between tasks, set constraints and deadlines and identify tasks on the critical path
- Understand the basics of resourcing
- Track a project that is underway

## Who should attend
This course has been developed for project managers, coordinators or team members who need to track projects electronically.

## Prerequisites
Participants will need to be familiar with the Windows operating system and be able to open, close and save files. Experience using Excel is an advantage.

*Participants must have installed and have access to Microsoft Project 2016 software on their computer to use during the session.*

Practical, relevant training developed for the Australian workplace.

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