Microsoft Project

A 2 day course delivered by Charles Darwin University.

COURSE INFORMATION
This course will provide attendees with the knowledge and skills to create a schedule and track progress of a project using Microsoft Project 2007.

This course is designed for people who have no prior knowledge or would like to review the fundamentals of Microsoft Project 2007 to create project plans to assist in project management. It would be beneficial to have a general understanding of personal computers and the Windows operating system.

LEARNING OUTCOMES
Participants who complete this course should be able to:
- manage projects and
- schedule tasks
- allocate resources
- monitor and report on the progress of projects

COURSE CONTENT
This course covers the following areas:
- use a range of formula techniques
- start Microsoft Project and work with it's key screen features
- create a new project file
- understand key project management concepts
- enter and work with tasks in a project
- enter and work with durations for tasks
- enter and work with task relationships
- create and work with resource pools
- understand resource assignment concepts
- assign resources to tasks
- level over-allocated resources in a project
- assign materials to tasks
- enter a wide range of costs into a project
- set constraints and deadlines in a project
- monitor and track a project
- print information from a project

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