

# Project Level 1 - Fundamentals

This introductory course provides learners with core skills and foundational knowledge on Project Management. A learner gains a basic understanding of what a project involves and uses MS Project as a planning tool. The learner will have basic exposure to MS Project.

**Duration:**

2 Days

**Training delivery Options:**

Public or In-House

**Who should attend this Workshop?**

Staff who are working in a project environment who need to learn the fundamentals of managing a project and working in MS Project.

This course should be attended prior to attending the MS Project Intermediate course if a learner has not completed a Project Management course as it will provide essential theory and background knowledge.

**Expected learning outcomes:**

Become an effective project team member, learn to organise resources, work to deadlines, control project change, and generate maximum performance.

**Topics covered in this Workshop**

- Basics of project management
  - Defining a Project
  - Project vs Non-Project
  - Role of a Project Manager
  - Life cycle of a Project
- Defining the concept of a Project
- Using MS Word to build a Statement of Work
- Identify Stakeholders
- Identify Resource Requirements
- Using MS Excel for resource and cost valuation
- Project planning with MS Project
  - Project Properties,
  - Setting Tasks,
  - Summary Tasks,
  - Working with duration,
  - Task Dependencies,
  - Setting up Resources,
  - Assigning Resources to Tasks,
  - WBS
  - Critical Path
  - Set Baseline
  - Basic tracking
  - Reporting in MS Project
- Present overall Project in MS PowerPoint