

Project Level 2 - Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage those project plans.

Getting Started with Project

Understand Project Management Basics
Understand the Screen Layout

Create a Project Plan

Specify Project Information
Add File Properties
Enter Tasks and Durations
Create a Milestone
Adjust Column Definition
Move and Copy Tasks
Insert a Task
Create a Recurring Task
Delete a Task

Create an Outline Structure

Create Subtasks
Identify a Main Summary Task
Understand Outline Levels
Expand/Collapse the Outline
Display Outline Numbers
Display the Project Summary Tasks

Creating Dependencies

Understand Dependency Types
Link/Unlink Tasks
Change a Dependency
Utilise Lead and Lag Time
Display the Critical Path

Setting Up Resources

Enter Resource Information
Set-up an Increase
Add a Resource Note

Scheduling Resources

Assign Resources to Tasks
Remove a Resource Assignment
Assign a Resource to a Summary Task
Understand Effort Driven Scheduling

View and Modify Project Costs

Analyse Task/Resource Costs
Enter Fixed
Create a Task Note

Working with Calendars

Add Public Holidays to the Project Calendar
Modify Project Working Hours
Create a New Calendar
Apply a Calendar to a Task/Resource

Resource Management

Resolve Overallocations Manually
Level Resources

Finalise the Project Plan

Set Task Constraints
Save a Baseline/Interim Plan

Monitoring Project Progress

Analyse Project Statistics
Enter Completion
Split a Task

Report Project Information

Add/Format a Progress Line
Split a Task
Filter, Group and Sort Information
Modify & Print Views
View Predefined Reports