

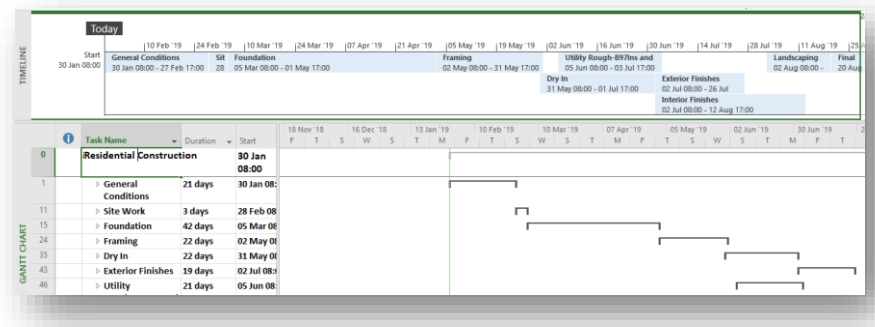
Better Skills Training – Because We All Need Better Skills

Microsoft Project - Tasks, Subtasks, Durations, Linking and Constraints

Proper Planning Prevents Poor Performance, the 5P's of Planning, have never been more relevant in today's 24/7 world of projects. Learn the tools of Microsoft Project to plan, schedule, link, constrain, and assign to resources, to your tasks in this short session. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User, this module will take you into the essential features of Microsoft Project and provide you with enough information to begin planning your own project or updating an existing file.

Topics:

- Starting a Project
- Defining Project Information
- Entering Tasks
- Linking Tasks
- Entering Durations
- Modifying Task Relationships
- Organising the Task List into an Outline
- Viewing Levels of Detail
- Working with Constraints
- Sorting Project Data
- Filtering Project Data
- Entering and Assigning Resources



Should You Attend This Module?

If you are involved in any projects that use Microsoft Project, or similar project management application, then attending this session will get you started on adding tasks, sub-tasks, durations, adding and removing constraints and assigning resources to oversee tasks. You won't be an expert at the end of this module, but you will have the essentials to get going. You do not need to have used Microsoft Project before, nor do you need to know any specific project terminology, however any experience of working in projects will be useful to fully understand the features explained throughout the short session.

Schedule

- 13:30 – 14:30
- 14:45 – 16:30

