

Course Specifications

Course Length: 1 day
Prerequisites: General knowledge of Windows
Course Cost: \$175.00

What's in Project, Level I:

This course teaches you how to create project schedules, work with various projects views, create and outline tasks, assign task relationships, apply constraints, calendars, and deadline dates, create and assign resources, and assign and track project cost.

Course Content

Lesson 1

Examining Project Management

- Defining Project Management
- Identifying Project Management Phases
- Understanding the Project Triangle
- Reviewing and Analyzing a Case Study

Lesson 2:

Getting Started with Project

- Starting Project
- Opening and Scrolling through Projects
- Exploring Toolbars and Menus
- Starting Options
- Getting Help
- Exiting Project

Lesson 3:

Working with Project Views

- Using the View Bar
- Filtering Views
- Sorting Views
- Grouping Views

Lesson 4:

Creating Projects

- Creating Projects from Templates
- Creating Projects from Scratch
- Entering Summary Information
- Setting Up Project Calendars
- Saving New Projects

Lesson 5:

Working with Tasks

- Creating Task Lists
- Entering Task Durations
- Creating Milestones
- Importing Task Lists

Lesson 6:

Outlining Task Lists

- Outlining Tasks
- Collapsing and Expanding Outlines
- Using WBS Codes

Lesson 7:

Assigning Task Relationships

- Describing Task Dependencies
- Linking Tasks
- Adding Lead and Lag Times
- Creating Recurring Tasks

Lesson 8:

Using Constraints and Deadlines

- Describing Constraints
- Setting Constraint Options
- Applying Constraints
- Using Task Calendars
- Setting Deadline Dates

Lesson 9:

Working with Resources

- Creating Resource Lists
- Using Base Calendars
- Describing How Project Schedules
- Working with Assignments
- Describing Resource Pools

Lesson 10:

Working with Costs

- Assigning Costs to Resources
- Assigning Fixed Costs to Tasks
- Viewing Total Project Cost