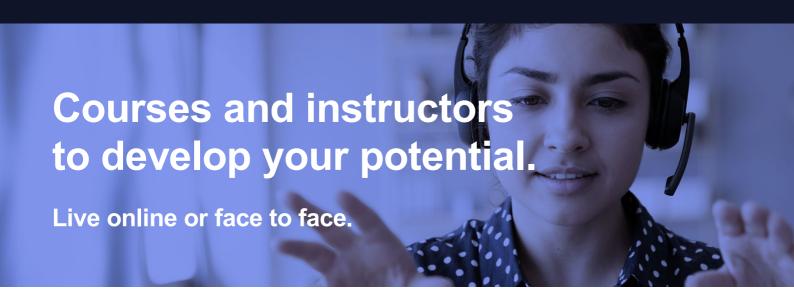
# **GO.COURSES**



# Microsoft Project Foundation

In this course, you will create and modify a project plan.

Once the plan is created, you will set a baseline, track project actuals and report against the plan using Microsoft Project.

## What will I learn?

#### **LESSON 1**

Project Management Concepts - Project management, The project lifecycle, Outlining

#### **LESSON 2**

System Overview - Getting started – menus and views, Opening a project file, System options, base calendar

#### **LESSON 3**

Creating a New Plan - File properties and project information form, Outlining the plan, Outlining and entering task notes

#### **LESSON 4**

Scheduling with Dates - Quick scheduling, Entering task duration, Entering "Date Constraints"

#### **LESSON 5**

Planning - Planning Techniques, Networks; Gantt Charts, Critical path analysis

#### **LESSON 6**

Scheduling with Dependencies - Entering dependencies, Critical path review, Recurring tasks and split tasks

# **Key features**

- Face to face or Live Online
- Fully certified trainer
- Get key skills and practical knowledge
- This course is available for groups and 1-2-1 live online
- Course materials included
- Recognised course certificate

### Interested?

- Call us: 01225 308979
- Email us: info@go.courses