

# GO.COURSES



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to develop your potential.**

**Live online or face to face.**

# 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](mailto:info@go.courses)