



MS PROJECT INTRO- INTERMEDIATE

Project Managers everywhere rely on Microsoft Office Project to plan and manage their projects. With Microsoft Office Project, you can efficiently organise and track tasks and resources to keep your projects on time and within budget

Although the course does cover many aspects of project management theory, this course is designed to give the practical application of MS Project to those who currently possess fundamental project management skills.

Duration	2 Day (9am – 4pm)
Investment	\$595 per person
Prerequisites	An understanding of project management theory and familiarity with the Windows environment.

Course Topics

- MS Project basics
- Project help
- Creating a new project
- Project Management
- Creating tasks
- Task durations
- Creating relationships
- Resourcing a project
- Assignment concepts and resources
- Resource levelling
- Assigning materials
- Costs
- Constraints and deadlines
- Project monitoring
- Printing

tphumancapital

HUMAN RESOURCES | TRAINING | RECRUITMENT INNOVATION AT WORK

Level 1, 48 Gregory Street, North Ward
PO Box 297, Belgian Gardens, QLD 4810
Phone 07 4772 3800 Fax 07 4771 2565
training@tphumancapital.com.au
www.tphumancapital.com.au