



Call 0800 112 3034 for bookings and information.

Project Planning With MS Project 2003

This course is for those who wish to learn the essentials in Project 2003 in order to create a simple project plan.

1. Introduction to MS Project

- Project environment overview
- Navigation
- Getting Help

2. Task creation and scheduling

- Creating a task list
- Modifying a task list
- Structuring tasks to create an outline
- Work Breakdown Structure

3. Scheduling Tasks

- Working with base calendars
- Creating task relationships
- Types of task relationship
- Recurring tasks
- Setting constraints
- Setting deadlines
- Using the critical path
- Using task views
- Using calendar view

Formatting

- Project Properties
- Adding notes & hyperlinks
- Copy / paste tasks and rows
- Formatting Bars and the Gantt area

Printing

- Formatting for printing
- Troubleshooting printing Gantt charts
- Working with built-in reports

Duration- 1 day: 10-4pm

Cost £200+VAT

Attendance Certificate