

# Project

## Getting started with Project Management

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Course Duration 3 hours

### **Aim**

This session is designed to introduce users to MS Project as a project management tool.

### **Prerequisites**

Familiarity with the Windows environment and mouse.  
Come with a brief outline of a project to manage.

### **Topics**

- ▼ Creating and preparing a new project
- ▼ Entering and scheduling tasks
  - Task types
  - Task Entry Window
- ▼ Linking Tasks and Setting Dependencies
  - Types of task dependencies
  - Task information
  - Turn off effort-driven scheduling
  - Lead and lag
  - Constraints
- ▼ Adding people and equipment to your project
  - Entering resource information in sheet view
  - Assigning resources
- ▼ Formatting Gantt charts
- ▼ Tracking the progress of your projects
  - Setting a baseline
  - Work completed
- ▼ Print preview and Page Setup
- ▼ Using Views
- ▼ Printing and reporting

