



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



MS Project – Introduction

PM008

## MS Project – Introduction

This course is designed for individuals who want to use Microsoft Office Project Professional. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

### Duration & Price

Duration: 1 day

Delivery mode: This programme is available In-Company

### Dates & Locations

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### In-Company Training

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### What's covered?

- Description of Project Views, applying Views
- Using Dual Pane Views for Project Management
- Applying Filters to Views
- Formatting Text and Views, use of Gantt Chart Wizard
- Print Set-up, printing Views
- Printing Calendars and Project Reports

### Who should participate?

Delegates will get the most out of this course if they want to learn how to use Microsoft Office Project Professional to assist them with project management. Delegates should be familiar with terms such as Gantt Chart, task, critical path, and resource. Delegates should also be familiar with terms such as computer memory, data files, and program files. No knowledge of Microsoft Project is assumed.

## What will I learn?

Participants achieve the following learning outcomes from the programme;

- Understand the concepts of project scheduling and management, the project lifecycle, triple constraints and explanation of terms
- Understand MS Project screen and default view (Gantt Chart)
- Create a project – specifying 'Schedule From' date, entering tasks, recurring tasks and milestones
- Define task relationships, specifying lead and lag time
- Save a project – definition of the project baseline
- Navigate through a project – editing tasks using task information, entering constraints, assigning notes, attaching documents and drawings to Tasks
- Understand the concept and development of a Work Breakdown Structure (WBS)
- Create summary tasks – outlining the project based on a WBS
- Create resource sheets, assigning resources: - use of standard and resource calendars, creating new/group calendars

## Tutors



**Liam Dillon**  
[View Profile](#)



**Louise Church**  
[View Profile](#)

## What Our Learners Say

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SQT Training Ltd. | T: +353 61 339040 | E: [info@sqt-training.com](mailto:info@sqt-training.com)  
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