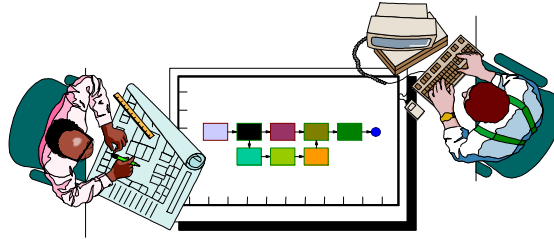


MS Project Level 1 Overview



Overview Outline

Introduction

This one-day overview introduces participants to the use of MS Project. The overview covers the basic elements of MS Project and how it can be used as a management tool. Entering and scheduling tasks, estimating duration, linking tasks and entering and analysing resources are covered using practical examples. The overview will address producing Gantt Charts, Critical Path Analysis and Network Diagrams.

Workshop Aims

Participants will be able to:

- o Understand the basic requirements of project planning
- o Navigate their way around MS Project
- o Enter, schedule and link tasks
- o Estimate task duration and resource
- o Produce Gantt charts, critical path and network diagrams

Agenda

Workshop Introduction
Planning a Project
Overview of MS Project
Setting Up the Project
Entering Tasks
Scheduling Tasks
Entering Dependencies
Deadlines and Constraints
Workshop Review