PURPLE GRIFFON
The IT Service Management Training & Consultancy Specialists

Course Title: Microsoft Project Introduction	**Course Duration**: 3.0 Days
Exam: Not Included	**Exam Type**: Proctored Exam
Qualification: Microsoft Project Introduction Certificate	

Course Syllabus

Our Microsoft Project Introduction training course covers the following Modules:

Module 1: Introduction to Microsoft Project

- Key project management concepts that apply to Microsoft Project
- How to navigate the Microsoft Project interface
- How to customise the Ribbon and Quick Access Toolbar

Module 2: Creating a New Project Plan

- Build a project plan by producing a work breakdown structure (WBS)
- Set up tasks, summary tasks, milestones and identify the relationships between them
- Estimate and set up task and project duration, including deadlines
- Manage the subprojects of the master project

Module 3: Controlling Your Project Plan

- Create new and update existing project calendars
- Implement calendar changes and save them to the global template
- Share calendars with other project stakeholders
- Establish the relationship between project, task, and resource calendars

Module 4: Keeping Your Project on Track

- Establish a tracking process for your project
- Update project plans with tracking data
- Review project task updates for timeline problems
- Resolve issues with project schedules

Module 5: Managing Project Resources and Assignments

- Define work, material, and cost resources within your project
- Assign resources to tasks
- Troubleshoot resource assignments
- Investigate and resolve resource overallocations

Module 6: Analysing Project Data and Preparing Reports

- Define project stakeholder groups
- Identify project communication requirements

- Create basic and dynamic project reports, including custom filters and tables
- Automate reporting tasks via macros
- Share data using the collaborative features in MS Project

Course Overview

Our three-day Microsoft Project Introduction training course you will learn how to use Microsoft Project for project management, including:

- Creating project plans
- Tracking progress
- Allocating resources to tasks
- Creating project reports

Course Learning Outcomes

Our Microsoft Project Introduction training course will teach how to become proficient in the following:

- How to create reports and dashboards to share project progress and data.
- Leverage Microsoft Project to plan and manage several projects at the same time, including schedules and resources.
- Track progress and monitor the variances between target results and actual results.
- Leverage continued support with after-course one-on-one instructor coaching and computing sandbox.

Audience

Our Microsoft Project Introduction training course will benefit several individuals and organisations including but not limited to:

- Project Managers
- Project Team Members
- Aspiring Project Managers
- Business Professionals
- Small Business Owners
- Students and Academics
- Individuals Seeking Career Advancement
- Anyone involved in managing projects, regardless of industry or job title. This offers a powerful set of tools and techniques to plan, execute, and track projects effectively, improving project outcomes and increasing efficiency.

Entry-Level Requirements

The are no entry-level requirements for our Microsoft Project Introduction training course.

Recommended Reading

There is no recommended reading for our Microsoft Project Introduction training course.

What's Included

Our Microsoft Project Introduction training course contains the following:

- 3-day instructor-led training course
- After-course coaching available
- After-course computing sandbox
- Pre-reading
- Course Manual
- Quizzes
- Exercises

Exam Information

Microsoft Project Introduction Exam:

- Pre-reading
- Course Manual
- Quizzes
- Exercises

What's Next

Attendees may enjoy our four-day Microsoft SharePoint training course.

Our four-day Microsoft SharePoint training course will teach you how to create, manage, and customise websites using SharePoint Online.

Microsoft SharePoint serves as a comprehensive platform for collaboration, content management, and business process automation, empowering organisations to enhance productivity, streamline operations, and facilitate effective teamwork.

Additional Information

Our Microsoft Project Introduction training course offers several benefits to individuals and organisations including but not limited to:

- **Efficient Project Planning**: Microsoft Project allows users to create detailed project plans by defining tasks, establishing dependencies, and assigning resources.
- **Professional Advancement**: Proficiency in Microsoft Project is a valuable skill in the field of project management.
- **Enhanced Project Tracking and Control**: Microsoft Project provides tools for tracking project progress, updating task statuses, and monitoring project performance.
- **Effective Resource Management**: Microsoft Project offers robust resource management features, allowing users to allocate resources, track resource availability, and resolve resource conflicts.
- **Accurate Scheduling and Timelines**: Microsoft Project enables users to create realistic project schedules, taking into account task dependencies, resource availability, and project constraints.
- **Increased Productivity and Efficiency**: By understanding the functionalities and best practices of Microsoft Project, individuals can streamline project management processes, automate repetitive tasks, and leverage the software's capabilities to improve overall productivity and efficiency.
- **Standardisation and Consistency**: Microsoft Project provides a standardised approach to project management, allowing organisations to establish consistent project planning, scheduling, and tracking processes across different projects and teams.