

Effective use of Organisations resource - Using Microsoft Project

This one-day course is designed to familiarise you with Microsoft® Project. Microsoft® Project enables you to monitor and schedule projects using resources such as people, equipment, time and money. Analyse project information using Gantt charts, graphs, tables and views. Track your project and identify what to do if things don't go to plan.

By the end of the course you will be able to:

- Understand Project Basics - Manage a project; recognise management tools
- Start Microsoft® Project, use the interface, save, open and close a project
- Change working hours and add non-working days
- Work with Tasks - Work with tasks and durations
- Outline Tasks - indent and outdent tasks and view the WBS codes
- Work with Views - Work with and change views
- Work with Resources - Create and assign resources, groups and tasks
- Adjust Resources - Address resource over allocation.
- Assign Costs - Define costs, assign standard and overtime rates
- Work with the Critical Path - View and shorten the Critical Path
- Work with Baselines - Use Baseline tables and save a Project Baseline
- Work with Reports - Create and preview reports
- Finalise a Project - Mark tasks as complete, correct actual data, analyse final data and use final data in a new project



At the end of this course you will have a good working knowledge of Project basics. You will feel confident using Project and be able to define, schedule and monitor tasks using a variety of tools and views.

COURSE INFORMATION

Date: 23-/09/09, 9.30 – 4.00

Price: £80 to BUBC members
£95 to non members

For more information about this programme contact **David Roberts** on **01248 365997** or email at:
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