



CERTITUDE
AUSTRALIA

Microsoft Project Foundations



LEARNING OUTCOME

By the end of this course, students will be able to:

- Develop an understanding of the software operations and functionality;
- Develop the ability to define and create a project schedule; and
- Application of project management fundamentals in the development and maintenance of project schedules.

AUDIENCE

This course is designed for anyone that using or planning to use Microsoft Project for their work. Whilst this is normally those working on projects, it may apply to anyone that wants to plan, organise and manage their work

COURSE CONTENT

Students will use a range of practical examples to learn about:

- ✓ Basic navigation;
- ✓ Calendars and project information;
- ✓ Entering tasks and milestones;
- ✓ Use of predecessors and successors (logic);
- ✓ Application of lags and leads;
- ✓ Using the timeline Working with resources (basic);
- ✓ Deadlines and constraints;
- ✓ Establishing a baseline;
- ✓ Updating progress;
- ✓ Filtering, sorting, and grouping data; and
- ✓ Preparing reports and printing.

COMPLETION

Issue of Certificate of Completion

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COURSE STRUCTURE

2 Days

- Face-to-Face, or
- Virtual delivery