Manage Projects with Confidence: MS Project

NDA TRAINING TASMANIA

RTO Provider : 60034

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Course Cost - $790

Duration - 2 Days

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email:
bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site
or at NDA premises.

Please contact us for further information and to be provided with a quote.

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More Information

Phone: 03 6334 4910
Email: bookings@nda.com.au
Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBPMG421 – Apply project time management techniques

Course Objectives

This course teaches how to manage large and small projects using Microsoft Project. The course discusses basic project management elements, such as tasks and resources, and shows how these can be planned and reported on electronically. The course shows how larger projects can be managed by breaking them into sub-projects and by sharing pooled resources between projects.

Learning Outcomes

Introduction to Project
- The Project Interface
- Creating a New Project

Views
- Choosing Views
- Task Views and resource Views
- The Timeline
- Split Views

Setting Up
- Setting the Start Date
- Setting Preferences and configuring the standard calendar

Entering Tasks
- Information Required
- Milestones
- Outlining and linking

Entering Resources
- Types of Resources

Assigning Resources
- Assigning Work Resources to a task
- Reassigning Resources

Resource Overallocations
- Viewing and resolving Overallocations

Calendars
- Assigning a Resource Calendar
- Creating a New Base Calendar
- Modifying a Resource Calendar
- Creating a Task Calendar

Tables and Filters
- Viewing and modifying Tables
- Custom Fields and filters

Updating
- Set and Manage Baselines
- Comparing Progress to Baseline
- Completing Tasks U
- Updating the Project

Printing
- Backstage Print View

Exporting
- Copy and Paste, Save As and Copy Picture

Reports
- Built-in and Visual Reports

Multiple Projects
- Resource Pooling, consolidation and sub-projects

Optional Assessment - $195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.