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Project

Course Cost

\$ 700

Duration

2 Days

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au or visit the NDA website at: www.nda.com.au

National Competency Standard

BSBPMG421 – Apply project time management techniques

Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

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

- The steps to follow in planning and managing a project
- Create a project and define the project's calendar, or timescale
- Manage tasks, resources and costs
- Create a baseline plan for the project
- Manage the project schedule
- Manage multiple projects by sharing resources
- Manage large projects by dividing them into sub-projects that can be re-used.
- Produce customised reports using filters and tables

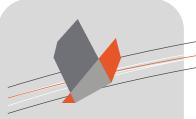
Optional Assessment

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.

PER UNIT FEE: \$195



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Project Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street Launceston TAS 7250 03 6334 4910

NDA Hobart

Level 3, 110 Collins Street Hobart TAS 7000 03 6224 2660

NDA North West

4B, 21 Alexandra Road Ulverstone TAS 7315 03 6423 4547

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.

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

Project Management Essentials

• Some Definitions and Concepts

Introduction to Project

- What is Microsoft Project?
- How Does it Work?
- Starting Project
- The Project Interface
- Creating a New Project
- Saving A Project
- Closing a Project
- · Opening an Existing Project
- Using Save As
- Exiting Project

Views

- Choosing Views
- Task Views
- Resource Views
- Other Views
- The Timeline
- Split Views

Setting Up

- Setting the Start Date
- Setting Preferences
- Configuring the Standard Calendar

Entering Tasks

- Information Required
- Entering Tasks
- Milestones
- Outlining
- Linking

Entering Resources

- Types of Resources
- Entering Resource Details
- Assigning Resources
- Assigning Work Resources to a task
- Reassigning Resources

Resource Overallocations

- What is an Overallocation?
- Viewing Overallocations
- Resolving Overallocations

Calendars

- Scheduling Options Vs Calendars
- Different Calendar Types
- Viewing Calendars
- Assigning a Resource Calendar
- Creating a New Base Calendar
- Modifying a Resource Calendar
- · Creating a Task Calendar

Tables and Filters

- Viewing Tables
- Modifying Tables
- Custom Fields
- Filters

Updating

- Set and Manage Baselines
- Comparing Progress to Baseline
- Completing on a Percentage Basis
- Completing Tasks on a Date Basis
- Updating the Project

Printing

• Backstage Print View

Exporting

- Copy and Paste
- Save As
- Copy Picture
- Reports
- Built-in Reports
- Visual Reports

Multiple Projects

- Resource Pooling
- Consolidation
- Sub-Projects