

Project 2000

Course length: 4-5 hours*

Course Code: 103083BT021

Benefits for the Learner

If you are given responsibility for managing a project at work, the tools within Microsoft Project can help ensure that you deliver on time, on budget and on brief!

You'll be shown how to create a project file, assign resources to your project, create a task list, work out the costs of your project accurately and define the timescale of your project. Built-in tools allow you to plan ahead for the inevitable "variables" of any project – such as different things happening at different times (some of which are dependent on each other!) or resources required at different times and in different quantities.

Benefits for the Business

If you have an unlimited budget and unlimited time, handling projects within your business is probably rather easy! If, however, like most businesses you are limited by the time/quality/cost triangle, then perhaps you need a more planned approach to project management.

Project 2000 is a powerful software programme that gives your managers all the tools they need to assign appropriate financial and personal resources to a project, ensure project costs are foreseen and budgeted accurately and monitor timescales and ensure each deadline is met.

What You Get From This Course

Having completed this course, you will be able to:

- Create and use a Gantt chart to plan projects
- Assign a calendar to a project
- Manages the human and material resources allocated to a project
- Control the costs of a project
- Understand the concepts of task constraints and dependent tasks
- Use baseline plans to measure and monitor the progress of a project

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

*Courses are accessible for six months from the date of purchase.