

Project Level 1 - Fundamentals

What Can You Expect?

This introductory course provides learners with core skills and foundational knowledge on Project Management. A learner gains a basic understanding of what a project involves and uses MS Project as a planning tool. The learner will have basic exposure to MS Project.

What Is Required From You?

Staff who are working in a project environment who need to learn the fundamentals of managing a project and working in MS Project.

This course should be attended prior to attending the MS Project Intermediate course if a learner has not completed a Project Management course, as it will provide essential theory and background knowledge.

2 Day Course Content

Topics covered in this Workshop

- Basics of project management
 - Defining a Project
 - Project vs Non-Project
 - Role of a Project Manager
 - Life cycle of a Project
- Defining the concept of a Project
- Using MS Word to build a Statement of Work
- Identify Stakeholders
- Identify Resource Requirements
- Using MS Excel for resource and cost valuation
- Project planning with MS Project
 - Project Properties,
 - Setting Tasks,
 - Summary Tasks,
 - Working with duration,
 - Task Dependencies,
 - Setting up Resources,
 - Assigning Resources to Tasks,
 - WBS
 - Critical Path
 - Set Baseline
 - Basic tracking
 - Reporting in MS Project
- Present overall Project in MS PowerPoint

What Will I Take Back To Work With Me?

Become an effective project team member, learn to organise resources, work to deadlines, control project change, and generate maximum performance.



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