

# Project Level 2 - Intermediate

## What Can You Expect?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage those project plans.

## What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

## 2 Day Course Content

### Getting Started with Project

- Understand Project Management
- Basics Understand the Screen Layout

### Create a Project Plan

- Specify Project Information
- Add File Properties
- Enter Tasks and Durations
- Create a Milestone
- Adjust Column Definition
- Move and Copy Tasks
- Insert a Task
- Create a Recurring Task
- Delete a Task

### Creating Dependencies

- Understand Dependency Types
- Link/Unlink Tasks
- Change a Dependency
- Utilise Lead and Lag Time
- Display the Critical Path

### Setting Up Resources

- Enter Resource Information
- Set-up an Increase
- Add a Resource Note

### Scheduling Resources

- Assign Resources to Tasks
- Remove a Resource Assignment
- Assign a Resource to a Summary Task
- Understand Effort Driven Scheduling

### View and Modify Project Costs

- Analyse Task/Resource Costs
- Enter Fixed
- Create a Task Note

### Working with Calendars

- Add Public Holidays to the Project Calendar
- Modify Project Working Hours
- Create a New Calendar
- Apply a Calendar to a Task/Resource

### Resource Management

- Resolve Over Allocations Manually
- Level Resources

### Finalise the Project Plan

- Set Task Constraints
- Save a Baseline/Interim Plan

### Monitoring Project Progress

- Analyse Project Statistics
- Enter Completion
- Split a Task

### Report Project Information

- Add/Format a Progress Line
- Split a Task
- Filter, Group and Sort Information
- Modify & Print Views
- View Predefined Reports

## What Will I Take Back To Work With Me?

You will learn the practical process of running a project using MS Project; setting up an actual project and how to make use of the software's advanced features and capabilities.



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