

# Introduction to Microsoft Project

## Course Overview

Microsoft Project is a tool used to assist project managers to plan and monitor their projects. The aim of this training course is to provide you with an overview of the software and how it can be used for project scheduling.

## Learning Objectives

By end of the training workshop, participants should gain hands-on skills to start using Microsoft Project.

## Target Audience

Project managers, project coordinators, team leaders, line managers, project staff, and other staff involved in the project at all levels.

## Methodology

This course requires a computer lab with the software installed. Participants will practice using the software to get hands-on experience through a step-by-step case study that explains the various parts of the software.

## Duration

One Day

## Course Outlines

1. The Microsoft Project Interface
2. Creating a new project
3. Building and organizing the task list
4. Sequencing and linking the project tasks
5. Entering task durations
6. Setting up resources
7. Assigning resources to tasks
8. Setting up calendars
9. Entering task details
10. Entering project costs
11. Formatting and sharing the project plan
12. Entering actual data
13. Reporting the project