



Project Introduction - Course Outline

Project Interface

- Project Ribbon
- Working with Existing Files

Creating and Scheduling a New Project

- Setting up the Project Information
- Modifying the Project Working Times
- Saving Projects

Working with Tasks

- Inserting Tasks
- Organising Tasks
- Creating a recurring task
- Inserting Task Durations
- Understanding the Task Information Box
- Manipulating Tasks & Constraints
- Editing Tasks
- Deleting Tasks
- Moving Tasks

Working with Task Dependencies

- What are Dependencies?
- Finish-to-Start (FS) Dependencies
- Start-to-Start (SS) Dependencies
- Finish-to-finish Dependencies (FF)
- Start-to-finish Dependencies (SF)
- Linking tasks to create dependencies
- Assigning Lead and Lag Times

Working with Resources

- Understanding the Resource Sheet View
- Entering Resource Information



Reboot Computer Training

Assigning Resources

- Task Types
- Assigning a Resource to a Task

Viewing the Critical Path

Understanding Overallocations

- Resource Usage View
- Resource Allocation View
- Resource Allocation Graph

Enhancing Your Project

- Changing the colour, shape, or pattern of Gantt bars
- Applying Gantt Chart Styles
- Adding labels to Gantt bars
- Adding a specific label to a Gantt bar
- Changing the height of Gantt bars
- Changing the appearance of link lines between Gantt bars

Printing Project Reports

- Adding header and footer information
- Printing a basic report