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Microsoft Project Resources Workshop

Course Duration

1/2 Day (Approximately)

Time

09.00 – 14.00 or
11.00 – 16.00

Course Description

Project Management is one of the most important roles in any organisation and the function of the project manager can be a difficult one. Microsoft Project, used correctly and effectively can take much of the burden from project managers. Enabling Microsoft Project to be the most effective tool for building and planning all aspects of a project, allowing proper planning and utilisation of resources, including costs and availability.

Course Benefits

The course will provide delegates with:

- ∞ Improved project resource management
- ∞ More beneficial meetings and organisation
- ∞ Greater control of resources and cost and availability associated with them

Course Objectives

Upon successful completion of this course, delegates will have covered:

- ∞ Adding resources and assigning costs
- ∞ Adjusting resource calendars
- ∞ Evaluating and adjusting schedules
- ∞ Project tracking and resource assignment

Prerequisites

Delegates should have a basic understanding of Microsoft Project, two screens hopefully with MS project installed.

Cost

£60 per person for this online delivered course, Group rates can be agreed prior to course

Locations

Generally Delivered via Teams or Zoom

In-House at client's premises, by prior arrangement.

At training facilities in Dunfermline, Fife

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