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## **Microsoft Project Tasks 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 of tasks, calendars and relationships.

### **Course Benefits**

The course will provide delegates with:

- ∞ Improved project planning and construction
- ∞ More beneficial meetings and organisation
- ∞ Greater control on tasks, calendars and relationships

### **Course Objectives**

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

- ∞ Creating and organising tasks and schedules
- ∞ Understanding Calendars and work loading
- ∞ Understanding task relationships
- ∞ Understanding task types
- ∞ Understanding constraint types
- ∞ Evaluating and adjusting schedules

### **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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