

Microsoft Project® Foundations Workshop

Overview	This course provides participants with a foundation for using Microsoft Project®. You will be given a thorough overview of the features of the software and will be taught how to create, communicate and track a Project Gantt Chart.
Duration	1-day
Audience	Everyone involved in scheduling project tasks with access to Microsoft Project®. The style of the workshop allows both self-taught experts and novices to attend the same session.
Content	Upon successful completion of the Microsoft Project® workshop participants will use best practice techniques to: <ul style="list-style-type: none"> • Build a project file • Create and schedule tasks, deliverables and milestones • Add, assign and modify resources; add costs to resources; plus create and assign various calendars • Track the schedule, work and costs during implementation and display the actual work against the baseline plan • Communicate key project information by creating and modifying standard reports and enhancing the report layouts • Manage the schedule using 'street wise' techniques used by the facilitator
Approach	Facilitator led workshop using simple exercises and checklists, ensuring key skills are easily transferred back at the office. Angela Chellas has 20 years of practical project management experience including many years as a Master Scheduler. She will share her experiences – what works and what doesn't!
Materials Included	Training manual including exercises and 10-point checklist.
What To Bring	Bring your laptop with any version of Microsoft Project® installed.
In Short...	This is a hands-on workshop designed to accommodate participants with none, through to extensive, Project® experience. Come along and you too will love Microsoft Project®!!

“Keep Angela Chellas! She really made the course a lot of fun. The variation in practical exercises, case studies, class participation and interaction, coupled together with theoretical learning was a good mix and well balanced.” - Participant feedback in Singapore

“The content and structure was perfect and the course instructor is an inspiration!” - Participant feedback in Melbourne