



Introduction to Microsoft Project - Basic

Sunday, June 27: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

Course Outline

Participants will acquire basic knowledge on how to effectively use Microsoft Project 2016

<p>Understanding Project Management</p> <ul style="list-style-type: none">• Project Planning• Managing Schedules• Using Resources• Tracking Time• Providing Project Status Reports <p>Getting Started with Project</p> <ul style="list-style-type: none">• Navigating the Project Environment• Creating and Saving a Project• Defining a Project <p>Understanding Task Dependencies</p> <ul style="list-style-type: none">• Successor Tasks• Predecessor Tasks• What are the Different Dependencies?• What is Lag Time?• What is Lead Time?• What are Milestones?	<p>Microsoft Project Views</p> <ul style="list-style-type: none">• Gantt View• Task View• Resource Sheet View <p>Entering and Working with Data</p> <ul style="list-style-type: none">• Entering Schedule Data• Assigning Resources to Tasks• Resource Levelling• Working with a Critical Path• Reporting
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Registration for this course with pre-payment is required:

<https://iicanada.org/form/microsoft-project>

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039

