



## Sunday March 07: Microsoft Project 2016 Basic

9:00 AM-3:00 PM BC, 10:00 AM-4:00 PM Alberta, 12:00 Noon-06:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

**Fee for this Full Day Information Session is \$10.00**

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

### Course Outline

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

**Advanced Registration with Pre-Payment Required. Click on this link to Register**  
<https://iicanada.org/form/microsoft-project>

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)**  
**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**  
**\*\*Please visit the digital AI-Akbhar for more information\*\***