

**Course Outline:**

MS-Projects 2007/2010 /2013/2016

Aligned with SAQA Unit Standard 10135 / 10139 / 10140 [& MOS / ICDL]

**Prerequisites:** Introduction to Microcomputers, Keyboard Skills, Ms-Word Basic, and Windows Basic/Intermediate or equivalent experience

---

**Project Management Theory**

- Introduction to Project Management
- What is a Project?
- Primary features of a Project
- Project Management
- Benefits of Project Management
- Project Life Cycle Phases
- Conceptual and Initial phase – feasibility study
- Design and Development Phase
- Project Implementation Phase
- Commissioning and hand over
- Practical application – Setting up your project
- Project schedule
- Project calendar
- Activity sequencing
- Critical path
- Project Resources
- Resource Constraints

**Using MS Projects**

- Getting Started with MS Projects
- Creating a New Project
- Set default options
- Introducing a GANTT chart

**Project Planning**

- Entering tasks
- Editing tasks
- Organising tasks
- Linking tasks
- To link tasks
- To unlink tasks
- To link non-continuous tasks
- To remove this link
- Changing task dependencies
- To establish a finish to finish dependency
- To establish a start to start dependency
- Understanding lag and lead times
- To specify lag times
- To specify lead times
- An alternative way to change task dependency
- Remove all links between tasks
- Re-link tasks

---

**Accredited programs and courses; at Affordable Price! No more struggles – Quality Guaranteed!** With years of experience, our aim is to prepare Our Learners to meet the challenges of this age, in the field of Information Technology (IT) – “this most rapidly changing environment!” Our goal is to eliminate Learners’ struggles; and assist them to focus on their jobs with confidence, by mastering simplified solutions to complex tasks; resulting in their enjoyable performance; higher quality; and increased productivity.

## **Project Resources**

- Working with calendars
- Creating a Resource Pool
- Assigning Resources
- To assign Resources to these five tasks
- Remove all assigned Resources
- Level Resources

## **Resolving Resource conflicts**

- Automatic levelling
- Manual levelling
- Checking your schedule
- Views – Tables and Charts
- Critical Path
- Slack time
- Finalising your project schedule
- Saving a baseline
- Review Shortcut menus

## **Project Implementation**

- Tracking progress of a project
- Reports
- Creating Headers and Footers

## **Enhanced Features**

- Applying constraints
- Recurring tasks
- Customise GANTT chart
- Creating a custom table
- Creating a custom toolbar
- The organiser button

## **New Features for Learners using MS-Projects 2010 in our PC Lab**

## **Overview on “What is New” in MS-Projects 2013/2016**