

PROJECT 2007 INTERMEDIATE

Unit Standard	120385
NQF Level	4
Credits	7
Duration	1 Day
Pre-Requisite Training	Microsoft Project Introduction

SYNOPSIS

The objective of this course is to provide learners with a thorough understanding of the concepts and terminology used in Microsoft Project at the Intermediate level. Learners will have hands on experience of building both a Timeline and Resource driven plan and will also be provided with a high level overview of Resource sharing, Project consolidation, Base planning, Tracking and customisation.

COURSE OUTLINE - 2007

- Using My Computer with Project 2007;
- Saving Files;
- Using Templates;
- Viewing Project Files with Advanced features;
- Creating & Editing Resources;
- Resources and Tasks;
- Resource Views and Conflicts;
- Levelling Resources;
- Viewing, Completing and Linking Tasks;
- Working with Variances;
- Creating Visual and Cube Reports.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand and work with the Project Management life cycle;
- Work with Project plans, Project schedules and the Project budget;
- Use Project to work with Resources and Tasks;
- Understand how to track and control a Project;
- Work with Project Reports;
- Understand the Project Close-Out.