

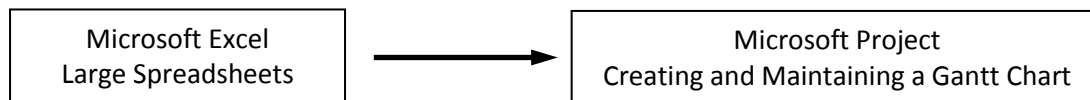
Microsoft Project – Creating and Maintaining a Gantt Chart

Audience

Creating and Maintaining a Gantt Chart is aimed at those who are involved in project management and need, or want, to use Microsoft Project as a tool for planning their project. We will also look at maintaining the project on an on-going basis. The course will not cover entering and managing resources within Microsoft Project. This is covered in the full day MS Project course.

Duration

3 hours



Prior Learning Segment

To gain the most from this course you will have some knowledge of project management methodology as well as good skills in moving about and managing data in Excel.

Key Learnings

- Basic Project Navigation
- Setting up a project calendar
- Creating a Gantt Chart
- Entering Tasks and duration
- Linking tasks including Lead and Lag
- Milestones and Constraints
- Updating Tasks
- Reporting and Printing

Learning Outcome(s)

At the end of this course you will have knowledge to utilise Microsoft Project as a tool for planning the tasks within your project and maintaining your project on an on-going basis.