

# McMillan Bird

## Introduction to MS Project

Duration: 1 day

### Course Aim:

The aim of this course is to introduce MS Project to new users. It begins with an introduction to MS Project and takes you through creating a new project up to when the project starts and progress is tracked.

### Learning Outcomes

At the completion of this course participants will be able to:

- Understand the functionality of MS Project.
- Create a new project.
- Enter and edit tasks.
- Outline summary and subtasks.
- Format tasks and the Gantt Chart.
- Modify task relationships.
- Enter resources.
- Update the base and resource calendars.
- Display the project information in different views.
- Monitor the schedule, resources and costs.
- Print views and reports.
- Set a baseline.
- Track the progress of a project.
- Keep track of costs and variations.

Training