❖ **General Description**

The skills and knowledge acquired in this course are sufficient for the learner to be able to use *Microsoft Project 2010* to create a new project, enter and work with tasks and resources, schedule and track a project, manage and monitor project costs, and print effective project information.

❖ **Learning Outcomes**

At the completion of this course the learner should be able to:

➢ start *Microsoft Project* and identify how it works
➢ explain some of the key concepts associated with project management
➢ enter tasks into a project file
➢ create relationships between tasks in a project
➢ understand and use resource assignment calculations
➢ assign resources to tasks using a number of different methods
➢ use various techniques for levelling over allocation of resources
➢ assign material resources in a project
➢ assign and track costs within a project
➢ apply constraints and deadlines to tasks in a project
➢ track the progress of a project
➢ print various aspects of a project

❖ **Target Audience**

This course is designed for people who need to know how to use *Microsoft Project 2010* to manage projects and all elements such as tasks, resources, and costs, associated with projects.

❖ **Prerequisites**

This course assumes little or no knowledge of *Microsoft Project 2010*. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

❖ **Pages**

174 pages

❖ **Nominal Duration***

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

Many of the topics in this course require the learner to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF1070*.

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ **Companion Products**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, May 13, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Microsoft Project 2010
Module 1

INFOCUS COURSEWARE

WATSONIA PUBLISHING

Module Series

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