

COURSE OVERVIEW

Course Name:
Microsoft Project 2019:
Level 1

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

Gauteng:

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192 Bram Fischer Drive
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2160
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Cape Town:

3rd Floor Thomas Pattullo Building
19 Jan Smuts St
Cape Town
8000
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COURSE OVERVIEW

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

COURSE OBJECTIVES

In this course, you will be able to construct basic project plans using Microsoft Project.

You will

- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.