

Microsoft Project Introduction Training

OVERVIEW

Our Microsoft Project Introduction course is the perfect starting point for anyone new to Project or wanting a clearer understanding of how to plan, structure, and track work effectively. In this one-day session, you'll learn the core concepts behind Microsoft Project, how the scheduling engine works, and how to build a well-organised project that you can maintain with confidence.

You'll explore how to create tasks, assign resources, manage timelines, and understand the critical elements that keep a project on track. The course focuses on practical, real-world skills so you can leave the day ready to build and communicate your own project schedules.

LEARNING OUTCOMES

By the end of the course, you will be able to:

- **Set up a new project correctly**, including calendars and essential project information
- **Create and organise tasks**, including milestones and basic dependencies
- **Work confidently with core views**, particularly the Gantt Chart and sheet views
- **Add and manage different resource types** (work, material, and cost resources)
- **Assign resources to tasks** and understand how availability and assignments affect the schedule
- **Identify and interpret the critical path** and understand what drives project timing
- **Track project progress** and understand how changes impact dates, workload, and costs
- **Print and share clear project information** for reporting and communication

These outcomes provide a strong foundation for planning, managing, and communicating projects using Microsoft Project, and prepare participants to progress to the Intermediate level, if required.

PREREQUISITES

No prior experience with Microsoft Project required. Basic computer skills recommended.

DURATION & DELIVERY

The duration of this course is 1 day, without alterations.

We offer flexible delivery to suit your team and environment:

- **Onsite at your workplace** – highly interactive, tailored to your processes and projects
- **Live online training** – instructor-led, hands-on sessions via your preferred platform
- **Customised delivery** – mix and match topics across **Introduction, Intermediate, and Advanced** to create a program that fits your goals and timeline

All sessions are led by experienced Microsoft Project specialists with real-world implementation and project management experience.

COURSEWARE

High quality learning materials are available for purchase for each student.

Some of the courseware provided is based on the **2016 edition of Microsoft Project**. While the version number may appear older, the foundational concepts, workflows, scheduling logic, and functionality covered in the materials remain **fully relevant and accurate** for all current Microsoft Project desktop versions.

Where version differences exist — such as interface updates, new capabilities, or enhanced features — **our trainers will point these out during the session and incorporate them into the training**. This ensures participants always learn the most current, applicable, and practical information for the version your organization uses.

We do hope to update the courseware in the future.

MICROSOFT PROJECT TRAINING PATHWAY

Our Microsoft Project training is offered across three progressive one-day courses – **Introduction, Intermediate, and Advanced**. Whether you are new to Microsoft Project, building on existing skills, or managing complex multi-project environments, there is a course tailored to your needs.

All courses can be delivered as is, or we can customise a training program, so your team completes the exact topics they need in the number of days that suits your organisation.

- **Microsoft Project Introduction** – Build a solid foundation by learning how to create projects, work with tasks and resources, schedule effectively, track progress, and produce clear project information.
- **Microsoft Project Intermediate** – Extend your skills with resource levelling techniques, cost tracking, constraints, advanced views, tables, formatting tools, and enhanced reporting.
- **Microsoft Project Advanced** – Master complex project environments including custom fields, WBS codes, advanced reporting, project templates, shared resources, multi-project linking, data export, and automation with VBA.

COURSE DETAIL

Getting to Know Project 2016

- How Project 2016 Works
- Starting Project in Windows 10
- Understanding the Project Start Screen
- The Project 2016 Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
- Exiting From Project 2016

Project Management

- Tasks and Resources
- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

Creating a New Project

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information
- Entering File Properties

Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- Case Study Tasks
- Reviewing the Project
- Entering Tasks
- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Working in a Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations

- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies in Task Entry
- Creating Dependencies in Task Information
- Creating Dependencies in a Sheet View
- Modifying a Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating a Task

Resourcing a Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

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COURSE DETAIL (Cont..)

Resourcing Concepts (cont..)

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- Adding More of the Same Resource
- More Resources in Multiple Assignments
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- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic
- Other Sources of Assistance