# Project 2010: Project Management Skills

## Course Outline

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<th>Session</th>
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| 1       | Introducing Project  
- Project Management Overview  
- Guidelines for Project Managers  
- Working with views  
- Starting a project  
- Saving a project  
- Looking at the calendar  
- Entering and editing tasks  
- Creating Milestones | 5       | Project Management  
- Resource levelling  
- Forms  
- Resource Calendars |
| 2       | Using Tasks  
- Outlining tasks  
- WBS definitions  
- Task relationships  
- Recurring tasks  
- Constraints | 6       | Tracking the project  
- Printing  
- Baselines/plans  
- Keeping track  
- Updating progress |
| 3       | Resources and costs  
- Resource pools  
- Using an external resource pool  
- Assigning resources to tasks  
- Additional uses  
- Project costs | 7       | Network Diagrams, Charts and reports  
- PERT Charts  
- Reporting  
- Customising the calendar  
- Default setting in Project |
| 4       | Formatting and filters  
- Formatting Tasks  
- Using the Gantt Chart Wizard  
- Formatting the Gantt Chart  
- Using Filters  
- Customising Filters  
- The Critical Path | 8       | Advanced views  
- Using views  
- Creating views  
- Combination views  
- Sharing views |

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