

Bio  
Pharma  
Chem

Skillnet,

# Microsoft Project – Level 1 Introductory Programme



Delivered by:

e-bridge

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# **An introduction to Microsoft Project**

This 1-day course provides delegates with an overview of project management techniques and how Microsoft Project can be effectively used to competently produce project schedules.

The overriding objective of this course is that users of MS Project software can apply it as a powerful tool to develop competent and unambiguous schedules and to assist in communicating project deliverables and milestones.

## **Who should attend?**

Delegates should be PC literate, i.e., familiar with PC'S/Laptops and have used a mouse and keyboard; be able to launch and close programs; navigate to information stored on the computer; manage files and folders and be comfortable using MS Office applications such as MS Excel, MS Word, etc.

## **How will you learn?**

Instructor-led and classroom based, the course is designed to give an introduction to project planning best practices and how MS Project can be used to apply them.

# The Programme

## Module 1: Overview

- Concepts of project management and scheduling
- The project lifecycle and project phases
- Fundamental importance of defining – and agreeing – project scope
- Developing a Work Breakdown Structure (WBS) to define project scope
- Creating a schedule based on the WBS
- Understanding task dependencies
- Understanding the project baseline

## Module 2: Developing a project schedule

- Understanding the settings for ‘Dynamic Scheduling’
- Working with the Project Calendar
- Entering Tasks
- Entering Recurring Tasks (e.g. progress or review meetings)

- Creating Milestones
- Defining Task dependencies
- Working with the Critical Path and setting the Project Baseline

## Module 3: Create a Work Breakdown Structure

## Module 4: Working with resources

- Creating a Resource Pool
- Understanding Effort Driven and Non-Effort Driven scheduling
- Working with Resource Calendars
- Assigning Resources to project tasks

## Module 5: Printing and exporting information to other applications

(MS Word, MS PowerPoint, MS Excel)

**This training is delivered on behalf of BioPharmaChem Skillnet by E-Bridge Training. For further information please contact [training@bpcskillnet.ie](mailto:training@bpcskillnet.ie) or phone 087 997 0848**

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