



**THE
ENTERPRISE
CENTRE**

**Project 2003
Introduction
ENT1517**

2 Days

Workshop Goal

This **two day hands-on** workshop will introduce participants to the project planning process using **Microsoft Project**. This will include creating schedules, assigning resources and costs to tasks to monitor and control progress, and printing schedules and reports.

Topic Outline

Exploring Project
Learning Project Basics
Working with Tasks
Organizing Tasks
Scheduling Tasks
Working with Views
Working with Resources
Working with Calendars
Adjusting Resources
Assigning Costs
Working with the Critical Path

Recommended Prior Learning

Completion of the **Windows Introduction** workshop or equivalent knowledge. Familiarity with project management principles and terminology is desirable.