



# Microsoft Project - Task Management



## Domestic Fees

\$795 per person + GST



## Duration

1 day



[nziht.co.nz](https://nziht.co.nz)



Task Management is a comprehensive introduction for Project Managers, Business Managers, who need an efficient method of scheduling tasks and resources. Project can track your tasks which can be used to report progress.

This course provides the necessary skills to develop, implement, schedule and manage project plans. Plans can be developed for roads, bridges, land developments, buildings, marketing, tenders, maintenance etc.

This intermediate level course gives all participants the skills that will allow them to be able to create and manage projects successfully. With this hands-on course you will build a list of tasks, build task relationships, assign resources, manage the project against the Baseline, and use Project views and reports to present information to clients, managers and staff. A working knowledge of Excel would be an advantage.

NOTE: laptops will be provided for all participants to use

## Topics include

- Navigating project views
- How project holds data
- Mouse and keyboard shortcuts
- Task filtering for information
- Starting a project
- Managing the master calendar
- Entering / editing tasks
- Adding different duration types
- Summary tasks
- Project summary task
- Linking of tasks on the Gantt chart
- Adding lag and lead times
- Understanding constraints / deadlines
- Adding basic resources
- Adding basic costs
- Reviewing your current project
- Creating a baseline

- Tracking progress of tasks
- Adding hyperlinks / notes
- Formatting projects
- Creating critical / slack Gantt charts for tracking
- Printing your projects
- Communicating using reports
- Consolidating and linking projects to a master plan

## On completion of this course participants will

- Demonstrate an understanding of the principles of project management
- Plan and manage tasks within a project
- Demonstrate knowledge of how to link tasks
- Demonstrate the use of lag and lead
- Structure a project with summary tasks for better management planning and reporting
- Use the Project Summary to show the total duration
- Explain the use of constraints on projects
- Add basic resources to tasks
- Understand the use of a baseline
- Add basic costs to projects
- Adding hyperlinks, notes to task
- Formatting Gantt charts for improved presentations
- Manage project tasks and being able to update project progress
- Communication project information a with stakeholders
- Transfer the master calendar to the basic template

## This hands-on course provides participants with a practical understanding of:

- Project Task Management planning skills
- The skills/tools for planning and controlling tasks within projects that will meet the needs of stakeholders
- The rules of project planning
- Tools for managing common tasks

- Current best practices in the project industry

## Who should attend

This intermediate level course is designed for new, basic or self-taught users of Microsoft Project (MS Project). The attendees could be Project Managers, Business Managers and those responsible for planning, scheduling tasks and resources to meet planned goals for projects. MS Project can be used to manage the progress and budget of projects eg; building bridges, roading, sub-divisions, creating tenders, buildings, marketing, maintenance etc.