

ASCENT TRAINING WALES

Microsoft Project

Microsoft Project course for project managers — planning, Gantt charts and scheduling, everything you need before your training day

www.ascenttrainingwales.co.uk

01 · YOUR SESSION

About your session

Thank you for choosing Ascent Training Wales as your inhouse Microsoft Project training provider. This guide covers everything you need to know about your booked Microsoft Project course.

QUESTIONS BEFORE THE DAY?

01656 737349 · info@ascenttrainingwales.co.uk



02 · YOUR COURSE

Microsoft Project

This hands-on Microsoft Project course turns project plans into working schedules. You will build a project from scratch, create task lists and Gantt charts, set dependencies, assign resources and track progress against a baseline — skills you can apply to real projects the very next day.

QUESTIONS BEFORE THE DAY?

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03 · WHAT YOU'LL LEARN

Course modules

Topic One	Getting started in Microsoft Project
Topic Two	Tasks, durations and dependencies
Topic Three	Gantt charts and the critical path
Topic Four	Resources, costs and budgets
Topic Five	Baselines and progress tracking
Topic Six	Reports and dashboards



04 · MODULE FOCUS

Scheduling & Gantt

Build a reliable project schedule in Microsoft Project. Enter tasks and durations, link dependencies, apply constraints and deadlines, and read the Gantt chart and critical path so you always know which tasks drive your finish date.

IN THIS MODULE

Task linking · Gantt charts · Critical path



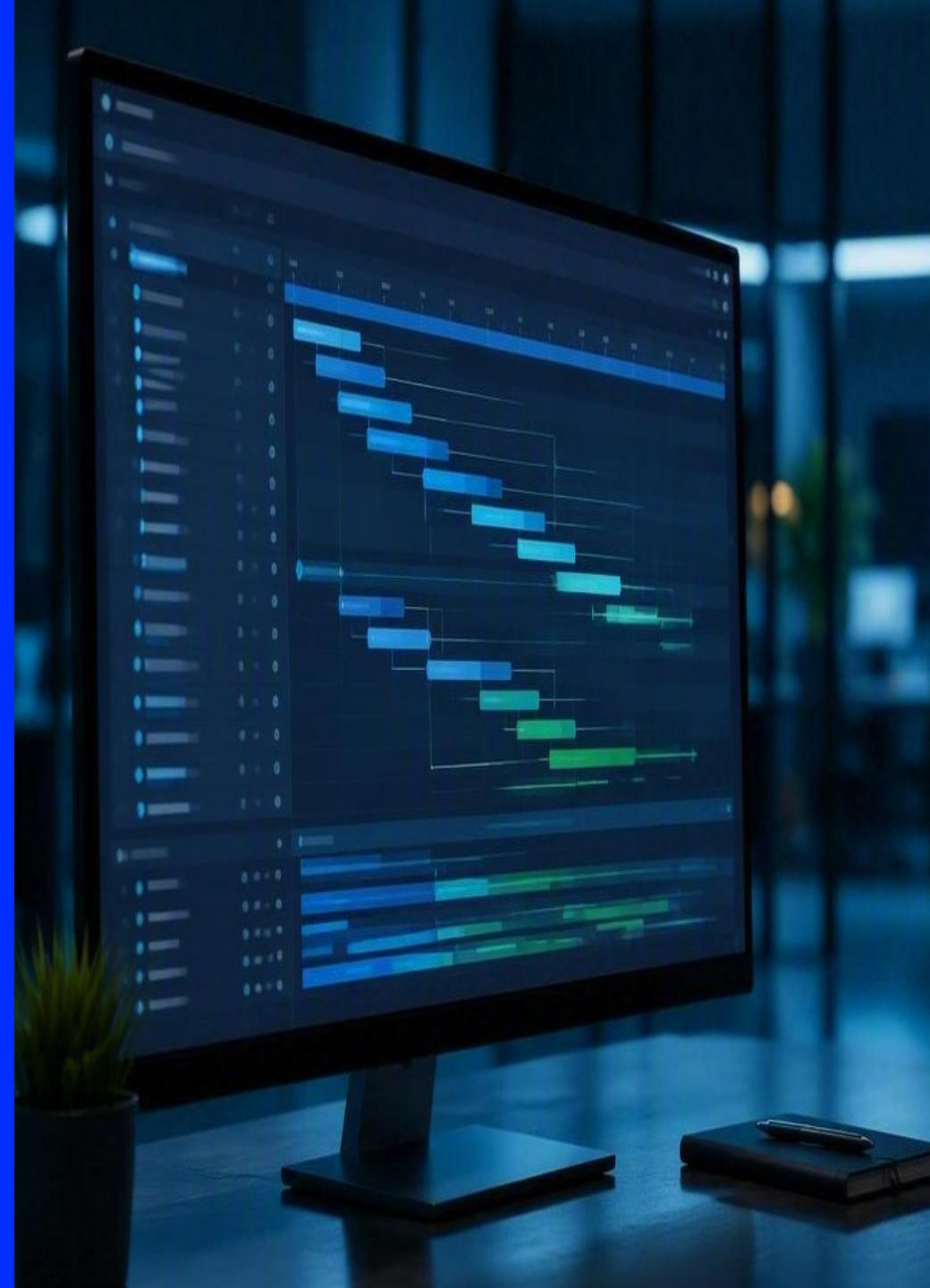
05 · MODULE FOCUS

Resources & tracking

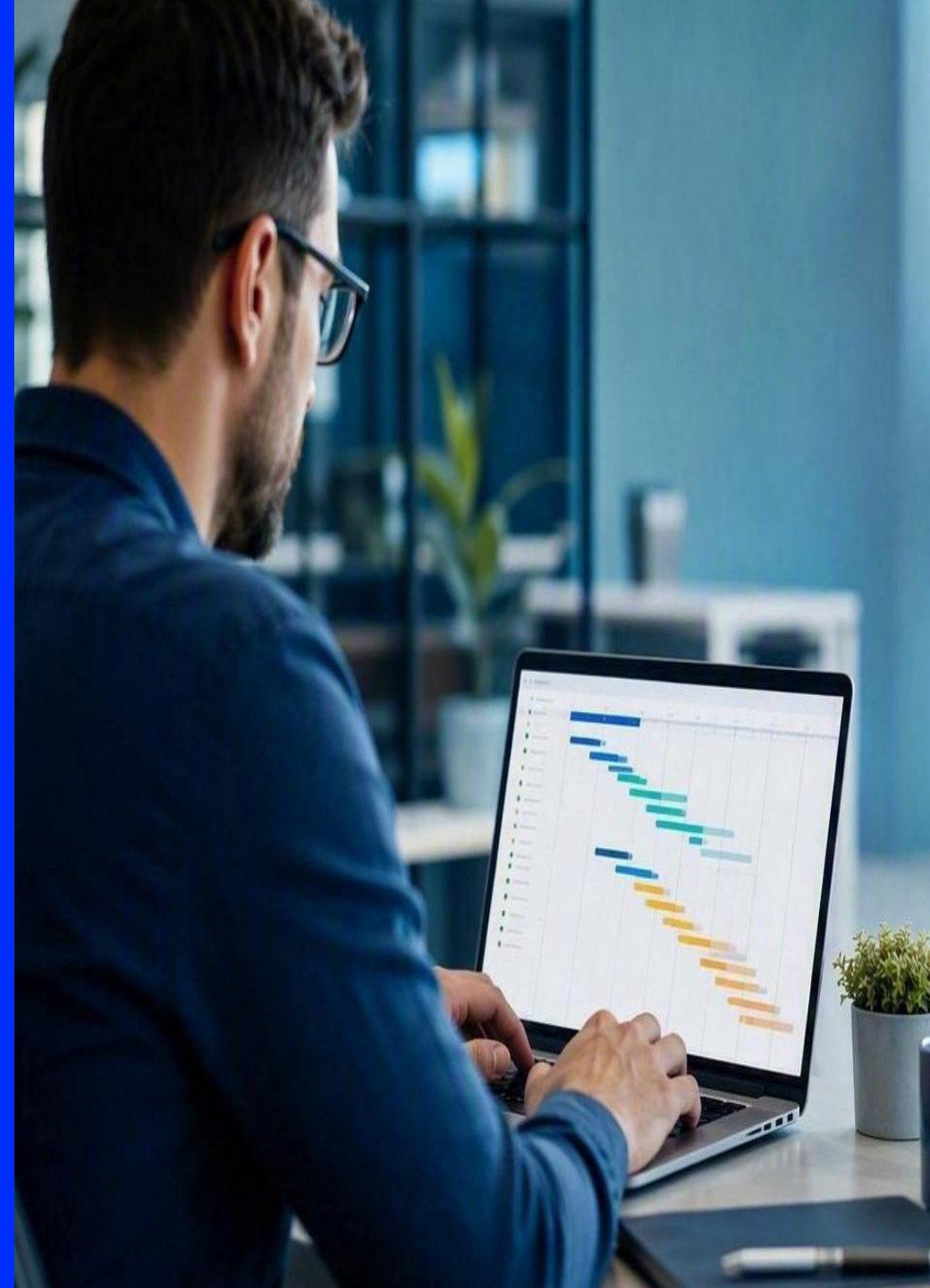
Assign people, equipment and costs to tasks, resolve overallocation, then set a baseline and track actual progress. Produce clear Microsoft Project reports and dashboards that show status, cost and variance to your team and stakeholders.

IN THIS MODULE

Resources · Baselines · Reports



Real-world uses

Operations**Planning and sequencing work****Construction****Phased site programmes****Finance****Budgets, costs and variance****IT & change****Rollouts and upgrade plans****People****Resource and workload planning****Leadership****Clear progress reporting**

07 · ON THE DAY

Course times

9:00 am Welcome and Session Start

9:30 – 10:45 am Module One

10:45 – 11:00 am *Morning break*

11:00 am – 12:00 pm Module Two

12:00 – 1:00 pm *Lunch break*

1:00 – 2:30 pm Module Three



Venue & equipment

1

WE PROVIDE

Your trainer brings everything needed to run the session. A projector and screen can be supplied too — just let us know in advance.

2

THE VENUE PROVIDES

Please ensure the computers are ready and Microsoft Project is installed and licensed for every delegate before the session begins.



ASCENT
TRAINING WALES

SEE YOU SOON

Thank you

for choosing Ascent Training Wales

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