**Computerized Project**

Welcome to Microsoft Project 2016 course. Project is one of the most popular scheduling and project management programs on the market. This version of Project will look and feel familiar to you if you’ve used Project 2013 or even Project 2010. However, there are some new features to look forward to, such as multiple timelines, improved resource scheduling, and the natural-language help feature, called Tell Me.

By the end of this course, users should be comfortable with creating a basic project with tasks, resources, a customized calendar, and customized views as well as managing the Project environment, working within task structures, generating views, and creating reports.

This course is intended to help all novice computer users get up to speed quickly. We will cover the basics of project management and how to set up a simple project, including how to configure the project calendar, tasks, resources, as we as Microsoft Project’s more advanced features, including task management, timelines, earned value calculation, custom reports, and custom views.

**Microsoft Project – SAQA: 10140 – Level 4 / SAQA: 10139 – Level 4 / SAQA: 10135 – Level 4**

A demonstrated understanding of:

* The purpose of project management methodologies, tools and techniques
* The use of various project management methodologies, tools and techniques
* The various project management tools available.
* The use of computerised tools for specific applications.
* Project management processes, techniques, standards and procedures.

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SAQA ID: 10140 - Apply a range of project management tools

SAQA ID: 10139 - Implement project administration process

SAQA ID: 10135 - Work as a project team member

## Introduction to Microsoft Project

## Planning the Project

## Task Entry and Linking

## Resource Management

## Display Data and Cost Factors

## Printing & Reporting

## Updating the Project

## Multiple Projects