



# NDA

# TRAINING TASMANIA

*nurture - develop - achieve*

## Project

### Course Cost

\$ 700

### Duration

2 Days

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website:

[www.nda.com.au](http://www.nda.com.au)

If there are no dates listed, please email:

[bookings@nda.com.au](mailto:bookings@nda.com.au)

to express interest in the course.

### More Information

For more information on any of our courses or services please email:

[bookings@nda.com.au](mailto:bookings@nda.com.au)

or visit the NDA website at:

[www.nda.com.au](http://www.nda.com.au)

### National Competency Standard

BSBPMG421 – Apply project time management techniques

### Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

### Course Objectives

This course teaches how to manage large and small projects using Microsoft Project. The course discusses basic project management elements, such as tasks and resources, and shows how these can be planned and reported on electronically. The course shows how larger projects can be managed by breaking them into sub-projects and by sharing pooled resources between projects.

### Learning Outcomes

- The steps to follow in planning and managing a project
- Create a project and define the project's calendar, or timescale
- Manage tasks, resources and costs
- Create a baseline plan for the project
- Manage the project schedule
- Manage multiple projects by sharing resources
- Manage large projects by dividing them into sub-projects that can be re-used.
- Produce customised reports using filters and tables

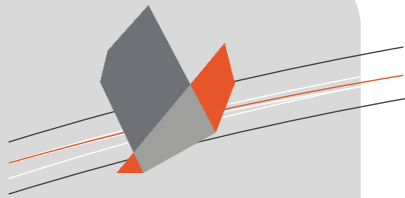
### Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

**PER UNIT FEE: \$195**



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## Project Course Content

### RTO Provider:60034

#### NDA Launceston

Level 1, 65 St John Street  
Launceston TAS 7250  
03 6334 4910

#### NDA Hobart

Level 3, 110 Collins Street  
Hobart TAS 7000  
03 6224 2660

#### NDA North West

4B, 21 Alexandra Road  
Ulverstone TAS 7315  
03 6423 4547

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

#### Project Management Essentials

- Some Definitions and Concepts

#### Introduction to Project

- What is Microsoft Project?
- How Does it Work?
- Starting Project
- The Project Interface
- Creating a New Project
- Saving A Project
- Closing a Project
- Opening an Existing Project
- Using Save As
- Exiting Project

#### Views

- Choosing Views
- Task Views
- Resource Views
- Other Views
- The Timeline
- Split Views

#### Setting Up

- Setting the Start Date
- Setting Preferences
- Configuring the Standard Calendar

#### Entering Tasks

- Information Required
- Entering Tasks
- Milestones
- Outlining
- Linking

#### Entering Resources

- Types of Resources
- Entering Resource Details
- Assigning Resources
- Assigning Work Resources to a task
- Reassigning Resources

#### Resource Overallocations

- What is an Overallocation?
- Viewing Overallocations
- Resolving Overallocations

#### Calendars

- Scheduling Options Vs Calendars
- Different Calendar Types
- Viewing Calendars
- Assigning a Resource Calendar
- Creating a New Base Calendar
- Modifying a Resource Calendar
- Creating a Task Calendar

#### Tables and Filters

- Viewing Tables
- Modifying Tables
- Custom Fields
- Filters

#### Updating

- Set and Manage Baselines
- Comparing Progress to Baseline
- Completing on a Percentage Basis
- Completing Tasks on a Date Basis
- Updating the Project

#### Printing

- Backstage Print View

#### Exporting

- Copy and Paste
- Save As
- Copy Picture
- Reports
- Built-in Reports
- Visual Reports

#### Multiple Projects

- Resource Pooling
- Consolidation
- Sub-Projects