PROJECT PLANNING

The Project Planning module covers the main skills needed to use project management software when managing projects using Microsoft Project. This includes preparing, monitoring, and overseeing different elements of a project such as time, costs, tasks, resources, priorities, and collaborators.

Regardless of sector, many roles have become more complex and involve greater accountability, more collaboration, and therefore closer management. Specialist software can help to support project management from conception to sign-off: giving oversight of all the inputs, outputs, and resources of a project.

Develop the skills needed to use project management software for the successful delivery of projects

Objectives

- Understand what a database is and how it is organised.
- Create a simple database and view the database content in various modes.
- Create a table, define and modify fields, and create relationships between tables. Enter and edit data in a table.
- Use filters and queries to retrieve specific information from a database.
- Create a form to enter, modify, and delete records and data in records.
- Create routine reports and prepare outputs ready for print or electronic distribution.

Outcomes

- Understand the conceptual principles of project planning and how software can support them
- Recognise the constraints and deadlines of a project
- Identify project resources and costs, and understand their relationships and impacts on each other
- Know how to create, modify, maintain, and monitor all the elements of a project
- Understand how to output from project management software to report on projects

Key Courses

- Project management tools
- Project creation
- Resources and costs
- Project monitoring
- Forms
- Prepare outputs

Certification Awarded Upon Completion