

# Project Level 1 - Fundamentals

## What Can You Expect?

This introductory course provides learners with core skills and foundational knowledge on Project Management. A learner gains a basic understanding of what a project involves and uses MS Project as a planning tool. The learner will have basic exposure to MS Project.

## What Is Required From You?

You should be working in a project environment and need to learn the fundamentals of managing a project and working in MS Project.

This course should be attended prior to attending the MS Project Intermediate course if a learner has not completed a Project Management course, as it will provide essential theory and background knowledge.

## 2 Day Course Content

- Basics Of Project Management
- Defining A Project
- Project Vs Non-Project
- Role Of A Project Manager
- Life Cycle Of A Project
- Defining The Concept Of A Project
- Using MS Word To Build A Statement Of Work
- Identify Stakeholders
- Identify Resource Requirements
- Using MS Excel For Resource And Cost Valuation
- Project Planning With MS Project
- Project Properties
- Setting Tasks,
- Summary Tasks,
- Working With Duration,
- Task Dependencies,
- Setting Up Resources,
- Assigning Resources To Tasks,
- WBS
- Critical Path
- Set Baseline
- Basic Tracking
- Reporting In MS Project
- Present Overall Project In MS PowerPoint



mictseta

MICT Seta Accreditation No: ACC/2007/07/071



**ACHIEVE IT.**  
TWENTY  
TWENTY-ONE

011 894 2077  
011 894 3889

[www.keybasetraining.co.za](http://www.keybasetraining.co.za)