Microsoft Project – Foundation Level
Course Brochure and Competency Matrix

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1. Course Description

Course name: Microsoft Project - Foundation Level.

Dedicated online training in a professional manner for delegates who are beginning to use Microsoft Project and would like to improve their skills.

2. Course Development

This course is developed by industry experts working on real-world projects. Course is developed through a series of modules, lessons, demonstrations and exercises that introduce the concepts and techniques the participant needs to use Microsoft Project in a professional working environment.

3. Certifications offered by professional bodies

- Project Controls Institute

4. Eligibility Requirements

- There is no formal entry requirement to take this qualification. However, it's recommended that candidates have a basic understanding of the project management.

5. Course Syllabus

Module#	Module Description
1	Introduction to Microsoft Project
2	Defining the project
3	Tasks
4	Resources
5	Views
6	Analysing & resolving scheduling conflicts
7	Analysing & resolving resource conflicts
8	Updating and tracking projects
9	Printing reports

Note – Our course brochures are updated on a regular basis for continuous improvement