

## Module overview – Project Planning

The Project Planning 1.0 module sets out the skills and knowledge associated with using project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks, and resources.

The effective and efficient management of projects is an integral part of many professional job roles. Projects often require the planning and coordination of many different resources, inputs, and activities, and specialised software can help to manage this complexity. The Project Planning module introduces the conceptual principles underpinning project management and covers the specific skills required to use project management software to help achieve project goals.

## Module Outline

Category	Skill set
Project management tools	<ul style="list-style-type: none"> <li>• Key concepts</li> </ul>
Project creation	<ul style="list-style-type: none"> <li>• Working with projects</li> <li>• Starting a new project</li> </ul>
Tasks	<ul style="list-style-type: none"> <li>• Creating tasks</li> <li>• Scheduling and relationships</li> <li>• Constraints and deadlines</li> <li>• Notes, hyperlinks</li> </ul>
Resources and costs	<ul style="list-style-type: none"> <li>• Resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Costs</li> </ul>
Project monitoring	<ul style="list-style-type: none"> <li>• Critical path</li> <li>• Monitoring progress and rescheduling</li> </ul>
Prepare outputs	<ul style="list-style-type: none"> <li>• Setup</li> <li>• Print</li> </ul>

## What are the benefits of this module?

- Covers the key skills needed to use project planning applications.
- Can be applied to a range of project planning software from vendor packages to freeware.
- Certifies best practice in effective project planning software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

## Learning outcomes

On completion of this module the candidate will be able to:

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks; add project constraints and deadlines.
- Assign costs; create and assign resources to tasks.
- View the critical path, monitor progress, and reschedule work.
- Prepare and print outputs, including charts and reports.

## Training Duration

16 hours

## Medium of Instruction

Instructor Led Class

## Certification

Successful trainees will receive the internationally recognised ICDL Certificate upon completion of the course.