

# Project Level 1 Online Module

## Detailed Content

### Key Concepts

Understand the term project.  
Recognise the main elements of managing a project like:

- Planning the project.
- Managing the schedule.
- Communicating project information.

Understand the advantages of using a project management application like:

- Efficient project design.
- Ease of project plan maintenance.
- Effective activity representation.
- Ease of monitoring and reporting.

Understand the tools and features of a project management application like:

- Gantt chart.
- Network diagram.
- Work breakdown structure.

Recognise that managing projects involves balancing work, time, resource, and cost.

### Working with Projects

Open, close a project management application.

Open, close projects.

Save a project to a location on a drive.

Save a project under another name to a location on a drive.

Save a project as another file type like: template, web page, spreadsheet, CSV, XML, text file, pdf.

Change between project views modes like: Gantt chart, network diagram.

Use magnification/zoom tools.

### Starting a New Project

Create a new project based on default template.

Create a new project based on other available template, Understand how choosing to schedule from a start date, finish date will impact on the project schedule.

Enter basic project information such as Start date or finish date.

Scheduling options and project properties like:

- Project title, project manager.
- Set up calendar options like: base calendar, working time, and nonworking time.

### Creating Tasks

Create, modify tasks.

Copy, move, delete tasks.

Create, modify, view subtasks and summary tasks.

Understand task duration options: elapsed, duration, effort, estimated.

Set, modify task duration.

Split tasks.

Understand the term milestone.

Create project milestones.

Create, modify recurring tasks.

### Scheduling and Relationships

Understand logical relationships between tasks:

- finish to start
  - start to start.
- Create, modify, and delete relationships between tasks:
- finish to start
  - start to start.

Understand the terms lead time, lag time.

Add, edit task lag time, lead time.

### Constraints and Deadlines

Understand task constraint options like: as late as possible, as soon as possible, must finish on, must start on.

Add, modify, delete constraints to tasks.

Understand the term deadline.

Create a deadline.

### Notes, Hyperlinks

Add, edit, and remove a note for a task.

Insert, edit, and remove a hyperlink for a task.

Text frame.

### Resources

Identify resource types like: people, materials, equipment.

Understand the relationship

between duration, work and resource.

Understand that if one element changes there is an impact on another element.

Create, delete resources. Modify resource details like: name, type, units, and rates.

Add, remove, replace resource assignments and associated units.

### Costs

Understand the terms fixed cost, variable cost.

Assign, modify fixed costs.

Assign, modify variable costs.

### Critical Path

Understand the terms critical task, critical path.

Identify critical tasks and show the critical path.

### Monitoring Progress and Rescheduling

Create, save, and clear a baseline.

Show, hide progress line.

Show, hide columns like: % complete, fixed cost, deadline.

Sort, filter tasks.

Update task progress.

Reschedule incomplete work.

Display current project schedule and baseline.

### Setup

Add different types of drawn object

Change page orientation: portrait, landscape. Change paper size.

Change page margins: top, bottom, left, right. Prepare a Gantt chart, network diagram for print using options like: columns to print, notes.

### Print

Preview a Gantt chart, network diagram, report.

Print a Gantt chart, network diagram, and report from an installed printer

using output options like: entire document, specific pages, number of copies.