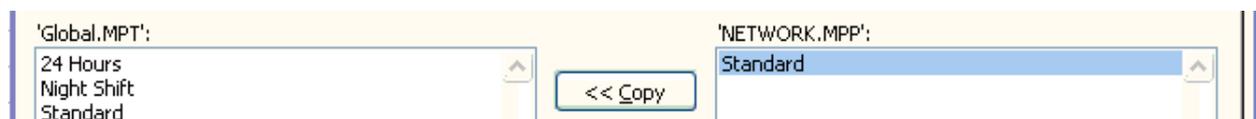


**2. Use *Tools, Organizer*** to save the modified standard calendar in the global template (Global.mpt) so all your future projects inherit the correct working week. You can use *Tools, Organizer* to copy any modified Project element (tables, reports, views etc) to the global template and the modified element will appear in all future projects.



**3. Use top down design to create your task list** – enter the main tasks first then break each main task down into sub-tasks and indent the sub-tasks. Continue to break down the sub-tasks into smaller tasks if necessary. A top down approach is the simplest method of dividing your project into summary tasks and sub-tasks to improve the flexibility of project management and reporting.

**4. Use *Insert, Recurring Task*** to create recurring tasks for weekly team meetings and other repeating tasks.

23		<b>Team meeting</b>	15.25 days	Tue 25/05/10	Tue 15/06/11	
24		Team meeting 1	2 hrs	Tue 25/05/10	Tue 25/05/11	
25		Team meeting 2	2 hrs	Tue 1/06/10	Tue 1/06/11	
26		Team meeting 3	2 hrs	Tue 8/06/10	Tue 8/06/11	

**5. Use *Edit, Split Task*** if you need to defer completion of a task.

Load File Server	18 days	Mon 6/09/10	Wed 29/09/11	
Configure File Server	5 days	Thu 30/09/10	Tue 12/10/11	
Load Workstations	15 days	Wed 13/10/10	Tue 2/11/11	

**6. Understand Fixed Duration tasks.** The default task setting in MS Project is *Effort Driven* – if you double the resources assigned to a task then the task duration is automatically halved. If you want the duration of a task to remain fixed regardless of the resources assigned to it then change its task type to *Fixed Duration* (*Project, Task Information, Advanced tab, Task type = Fixed Duration*).

**7. Keep your project flexible** by letting MS Project calculate the start date for tasks. For most projects the only date you type into a project plan should be the project start date (*Project, Project Information, Start date*). This will let you bring the project forwards or delay the start just by amending the project start date.

**8. Define resources generically** whenever possible. For example, if you have three technicians with similar abilities they should be defined in the *Resource Sheet* as *Technicians* with *Maximum Units = 3*, rather than *Jim, Jan* and *John* with *Maximum Units = 1* for each of them. This will permit more flexibility in assigning resources to tasks.

**9. Save a Baseline Plan.** Once you have refined the project plan, lock it in as the 'blueprint' for the project with *Tools, Tracking, Set Baseline*. You can then use either the *Tracking Gantt Chart* or *Baseline Gantt Chart* to compare progress with the original plan.

**10. Use Report, Copy Picture** if you need to reproduce a Gantt Chart in MS Word. Choose *Report, Copy Picture* to copy the Gantt Chart from MS Project then *Edit, Paste* to paste it into MS Word.

## What's on at NDA this month

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### Diploma qualifications

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Last month we sought expressions of interest from clients who wanted to study for a diploma with NDA. Lots of people responded with the most popular qualifications being:

- [Diploma of Project Management](#) (19)
- [Diploma of Information Technology - Systems Administration](#) (18)
- [Diploma of Information Technology - General](#) (12)
- [Diploma of Business Administration](#) (12)
- [Diploma of Management](#) (9)
- [Diploma of Business](#) (6)
- [Diploma of Human Resources](#) (6)
- [Diploma of Information Technology - Networking](#) (4)

All applications are either being processed or have been included in tenders to Skills Tasmania for Productivity Places funding. If you missed out let us know and we will see what can be arranged. You can also study for a Certificate II, III or IV with NDA in a wide range of subjects. If you are interested in learning more about NDA qualifications please visit the [Traineeships and Qualifications](#) page on our website or call Chris Carlson on 1300 765 736.

### Web courses

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We are presenting two half-day ecommerce courses in Hobart on 11 May:

- [An Introduction to e-Marketing and e-Distribution](#) (am)
- [Search Engine Optimisation & Google Analytics](#) (pm)

The business environment presented in these courses changes so frequently that we have to update the course material every time we offer them. The courses are of direct and immediate interest to small businesses, tourism operators and staff in larger organisations with responsibility for website management.

### We're massaged out

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The free lunchtime March Massages at NDA Hobart proved to be extremely popular, with many clients enjoying a neck and shoulder de-stress from Coco or Daisy. If you can't wait until the next time we offer this service you can book direct with *Natural Massage* by calling Sam on 0433 390 958 just across Collins Street from NDA.

## Forthcoming Training Courses

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NDA is now able to release the following courses for stand-by enrolment, some at significant discounts on standard rates (**to obtain the discount, please phone Kristina on 1300 765 736** and mention this email when making bookings):

### Hobart – IT courses

[Project 2003 and 2007](#) 31 Mar/1 Apr – 20% discount \$384 (standard rate \$480)

[Designing Simple Web Sites](#) 31 Mar – 20% discount \$192 (standard rate \$240)

[Excel Introductory 2007](#) 7/8 Apr – standard rate \$480

[Excel Intermediate 2007](#) 8/9 Apr – standard rate \$480  
[Excel Advanced 2007](#) 9/12 Apr – standard rate \$480  
[Introduction to PCs with Windows and Office 2003](#) 20/22 Apr – standard rate \$480  
[PowerPoint 2007](#) 22 Apr – standard rate \$240  
[Project 2003 and 2007](#) 26/28 Apr – standard rate \$480  
[Access Introductory/Intermediate 2003](#) 29/30 Apr – standard rate \$480

**Hobart – Business Skills courses**

[Time Management](#) 15 Apr – standard rate \$285

**Launceston – IT courses**

[Excel Introductory 2007](#) 7/8 Apr – standard rate \$480  
[Introduction to PCs with Windows and Office 2003](#) 20/22 Apr – standard rate \$480  
[Word Intermediate 2003](#) 21/23 Apr – standard rate \$480  
[Project 2003 and 2007](#) 26/28 Apr – standard rate \$480  
[MYOB Advanced](#) 28 Apr – standard rate \$285

**Launceston – Business Skills courses**

[Superior Customer Service](#) 9 Apr – standard rate \$285  
[Professional Telephone Techniques](#) 21 Apr – 20% discount \$228 (standard rate \$285)

**Devonport – IT courses**

[Excel Basics 2007](#) 7 Apr – 20% discount \$192 (standard rate \$240)  
[Excel Introductory 2007](#) 7/8 Apr – standard rate \$480  
[Excel Intermediate 2007](#) 8/9 Apr – standard rate \$480  
[Publisher 2003 and 2007](#) 13 Apr – 20% discount \$192 (standard rate \$240)  
[MYOB Payroll](#) 19 Apr – standard rate \$285  
[Introduction to PCs with Windows and Office 2003](#) 20/22 Apr – 20% discount \$384 (standard rate \$480)  
[Office 2007 Conversion](#) 26 Apr (pm) – standard rate \$285  
[MYOB Advanced](#) 27 Apr – standard rate \$285

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