ICDL
Arabia

This certification enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks, and resources.

On completion of this certification 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.

WHAT ARE THE BENEFITS OF THIS CERTIFICATION?

- 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 - ensures relevance and range of certification content.

HOW DO I GET STARTED?

To find out more about this certification, please visit
www.icdlarabia.org/certifications
To locate your nearest accredited test centre, please visit
www.icdlarabia.org/find-test-centre

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Project Management Tools	• Key Concepts
Project Creation	• Working with Projects • Starting a New Project
Tasks	• Creating Tasks • Scheduling and Relationships • Constraints and Deadlines • Notes, Hyperlinks
Resources and Costs	• Resources • Costs
Project Monitoring	• Critical Path • Monitoring Progress and Rescheduling
Prepare Outputs	• Setup • Print