

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Start Microsoft Project and work with it's key screen features
- * Create a new project file
- * Understand key project management concepts
- * Enter and work with tasks in a project
- * Enter and work with durations for tasks
- * Enter and work with task relationships
- * Create and work with resource pools
- * Understand resource assignment concepts
- * Assign resources to tasks
- * Level over allocated resources in a project
- * Assign materials to tasks
- * Enter a wide range of costs into a project
- * Set constraints and deadlines in a project
- * Monitor and track a project
- * Print information from a project.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

This course is delivered over 1 full session

COURSE OUTLINE

MICROSOFT PROJECT BASICS

- * Overview of Microsoft Project
- * The Microsoft Project Screen
- * Working with Views and Tables
- * Working with The Gantt Chart View
- * Microsoft Project Menus
- * Understanding Toolbars
- * Working with Existing Project Files
- * Exiting from Microsoft Project

CREATING A NEW PROJECT

- * Understanding Your Project
- * Creating and Saving a New Project
- * Changing Time Unit Options
- * Working Time in Project
- * Understanding Calendars in Project
- * Specifying Holidays
- * Creating a New Calendar
- * Summary Information and Properties

PROJECT MANAGEMENT

- * What is a Project?
- * Tasks and Resources
- * The Importance of Planning
- * Steps in Project Management
- * Project Management Tools

CREATING TASKS

- * Reviewing a Project
- * Entering Tasks and Summary Tasks

TASK DURATIONS

- * Task Duration Overview
- * Entering Task Durations
- * Displaying Critical Tasks
- * Checking Project Status
- * Understanding Project Slack
- * Entering Milestones

CREATING RELATIONSHIPS

- * Linking Tasks and Using Task Entry
- * Using Task Info for Relationships
- * Creating Relationships in a Sheet View
- * Staying on Schedule
- * Entering Lag and Lead Time

RESOURCING A PROJECT

- * Creating A Resource Pool
- * Entering Materials
- * Assigning Calendars to Resources
- * Adjusting Resource Information
- * Changing the Unit Display

ASSIGNMENT CONCEPTS

- * Understanding Resource Assignment
- * Project's Calculation Methodologies
- * Understanding Effort

- * Understanding Task Types
- * Fixed Unit, Fixed Duration and Fixed Work Assignments
- * Working with the Driver Resource
- * Understanding Effort Driven Resourcing

ASSIGNING RESOURCES

- * Assigning Using Task Entry View
- * Assigning Part Time Resources
- * Contouring Resource Usage
- * Assigning Specific Work Times
- * Problem Assignments
- * Assigning Resources Through a Sheet
- * Assigning Resources You Don't Have

RESOURCE LEVELLING

- * Resource Levelling Overview
- * Creating Resource Chaos
- * Tracking Down Over allocations
- * Multiple Fixes

ASSIGNING MATERIALS

- * Assigning Fixed Material Consumption
- * Contouring Materials Usage
- * Assigning Variable Usage Materials
- * Checking Material Quantities

COSTS

- * Reviewing the Current Cost Status
- * Variable Resource Costs
- * Assigning Daily Costs for Equip Hire
- * Assigning Fixed and Material Costs
- * Using Multiple Cost Tables
- * Changing Resources Rates
- * Viewing Project Costs

CONSTRAINTS & DEADLINES

- * Reviewing Our Project
- * Adding a Constraint
- * Using Elapsed Time to Resolve Conflicts
- * Creating A Deadline

PROJECT MONITORING

- * Creating a Baseline
- * Getting Microsoft Project to Update Progress
- * Manually Updating Task Progress
- * Entering Delayed Tasks
- * Tracking Actuals on a Gantt Chart
- * Using the Tracking Box
- * Viewing Task Slippage
- * Project Monitoring Quick Reference

PRINTING

- * Overview of Printing