

Project Introduction / Intermediate – 2 days



Course Objectives

Learn the essential skills of using Microsoft Project to plan and manage project schedules. By the end of this course, students will be able to create new projects, adjust existing projects, create baselines and use the features of Microsoft Project to track the progress of their projects.

Prerequisites

This course assumes that you have gained good basic understanding of Windows applications and project management techniques.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Getting Started

- Understanding the Project Screen
- Creating new projects
- Using project templates
- Entering project information
- Working Time & Calendars
- Saving a baseline plan

Working with Tasks

- Entering tasks and setting properties
- Working with task durations
- Creating Milestones
- Copying and moving tasks
- Recurring Tasks
- Task Information & Task Notes
- Linking and unlinking tasks
- Splitting tasks
- Different task types
- Setting deadlines and constraints
- Task Calendars

Working with Resources

- Creating a resource sheet
- Entering resource availability
- Grouping resources
- Resource schedules
- Assigning work and material resources
- Entering Costs
- Fixed Costs
- Viewing costs

Working with the Project Database

- Using the common views
- Using split views
- Using tables
- Sorting information
- Using filters
- The Critical Path
- Printing views

Update and View progress

- Updating Tasks, Resources & Costs
- Checking duration, cost & work variance
- Project statistics
- Identifying and fixing project trouble spots

Balancing Resources

- Identifying overallocation
- Balancing automatically
- Re-assigning work to another resource
- Scheduling resource overtime

Working with Reports

- Choosing a report
- Using report details
- Defining report contents
- Sorting a report
- Adding page elements to reports
- Saving a project as a web page

Working with Multiple Projects

- Consolidating projects
- Creating linked projects
- Sharing resources with resource pools
- Viewing multiple project critical paths
- Saving a workspace
- Saving consolidated project baselines