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TRAINING

Microsoft Project

Duration: 2 days

Price: £495 + vat

Prerequisites

Ability to use a mouse and keyboard

Through MS Project, you can monitor and schedule your projects using resources such as people, equipment, time and money. You can analyse your project information by using Gantt charts, graphs, tables and views and you can track how your project progresses, identifying what to do if it doesn't proceed to plan.

This course gives delegates a thorough introduction to the concepts of project planning using MS Project. Delegates will learn how to identify, organise and manage the tasks and resources required to complete a project under the constraints of time and cost to achieve a final project target.

Course Content

Project Management

- Microsoft Project
- Understanding Project Management
- MS Project terminology
- Starting MS Project
- MS Project- The Screen
- Elements of the Default View
- Views and Tables
- The Tracking Gantt View
- MS Project - Menus
- MS Project - The Tool Bar
- Loading and Viewing a Project
- Project Management
- The Stages of Project Management

Planning the Project

- Defining the Project
- Complete the Project Definition
- Project Planning
- Complete the Project Plan
- Where to Begin with MS Project
- Setting the project start date
- Working with the base calendar
- Save the New Project File



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Related Courses

Beginners Word: 1 day

Beginners Access: 1 day

Advanced Project: 1 day

Project Management: 1 day

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Beginners Microsoft Project (continued)

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Prerequisites

Ability to use a mouse and keyboard

Task Entry and Linking

- Entering Tasks
- The Task Entry Form
- Tables and descriptions
- Other Methods of Adding Tasks
- Sorting, inserting and deleting tasks
- Defining the Summary Tasks
- The Outlining View (Summary)
- Promoting and Demoting Tasks
- Task Relationships
- Linking Tasks
- Modifying and Deleting Task Relationships
- Effort driven scheduling
- Formatting the Gantt Chart

Resource Entry

- Enter Resources
- View Resources
- Set Resource Calendars
- Editing Resource Information
- Review Resource Usage
- Inserting and Deleting Resources
- Planned Time Scale

Working with Resources

- Viewing over allocated resources
- The resource management toolbar
- The resource management views
- Levelling with Microsoft Project
- Resolving over allocated resources

Working with your views

- Using Gantt Charts
- Using Network Diagrams
- View the Network Diagram
- Elements of the Network Diagram
- More about Tables
- Applying Filters
- Working with Tables and Filters
- Examining the Cost Factor



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Prerequisites

Ability to use a mouse and keyboard

Printing and Reporting

- Page Setup
- Printing Charts, Forms and Sheets
- Reports Setup
- What You Can Print
- Reports by Report Type

Updating the Project

- Setting the baseline
- More on the Task Information Form
- Changing or adding tasks
- Tracking Progress
- The Gantt Chart and the Critical Path
- Define an Update Point
- Updating the Project

Multiple Projects

- Using Common Resources
- Setting up a resource pool
- Adding Sub Projects
- Recurring Tasks
- The Organizer
- Create a Custom toolbar button



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