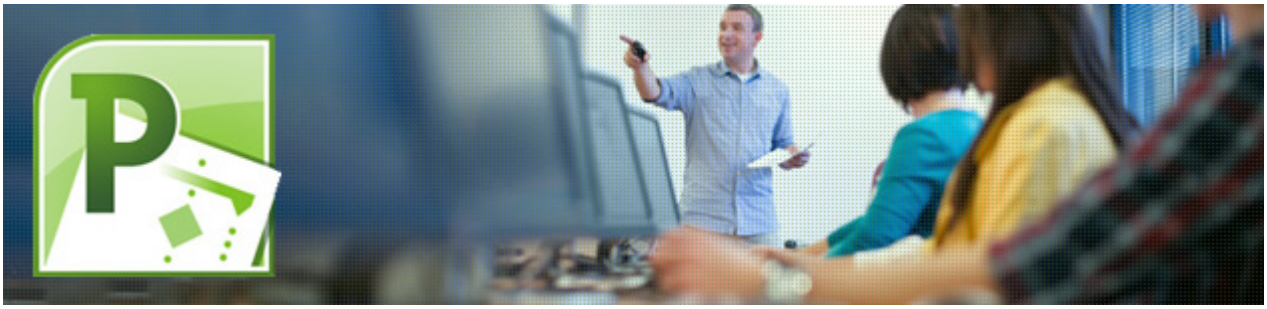
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What is Microsoft Project Masterclass Training?

With this Microsoft Project Masterclass training course 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.



Using Microsoft Project, you can monitor and schedule your projects using resources such as people, equipment, time and money.

If you are new to project management you should also consider our 1-day Introduction to Project Management course - or something from our range of PRINCE2 Training Courses.

As well as our scheduled courses in **Brighton, UK,** we provide private and in-company **MS Project courses.** If you'd like to discuss this further - or to book a course, just give us a call on +44 (0)1273 622272.

Course Objectives

On completion of this training course, you will:

- Understand the concepts of project planning using Microsoft Project
- Know 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.

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1. Project Management

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

2. Planning the Project

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

3. 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

4. Resource Entry

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

5. Working with Resources

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

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

7. Printing and Reporting

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

8. 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

9. Multiple Projects

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

This Microsoft Project Masterclass training course will introduce you to the concepts of project planning.

We'll teach you 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.