

MICROSOFT PROJECT - ESSENTIALS

COURSE LISTING

This 1-2 day course provides practical guidance on how to plan and schedule projects using Microsoft Project. On completion of the course delegates will have acquired the skills needed to create a new project, entering task, resource and cost information; analyse and adjust schedules with date, dependency and resource constraints; customise and print Gantt Chart views and reports plus record and review task progress against the Baseline.

Duration: 1-2 Days

Project Overview

- Project Management Concepts
- The Project Lifecycle
- The Project Triangle
- Menus/Tabs & Views
- Project Options
- Base Calendar
- Opening, Closing, Saving a New Project

Customising Views

- Working with GLOBAL.MPT
- Designing a Table
- Designing Views
- Designing a Filter

Creating a Plan

- Files Properties and Project Information Form
- Outlining the Plan
- Outlining and Entering Task Notes

Printing Charts & Reports

- Printing Gantt Charts
- Reports Gallery
- Printing Task Notes
- Publishing onto the Internet/Intranet

Resource Management Concepts

- Resource Allocation
- Resource Aggregation
- Optimisation

Scheduling with Dates

- Quick Scheduling
- Entering Task Duration
- Entering Date Constraints

Assigning Resources

- Defining Resources
- Resource Scheduling
- Other Scheduling Techniques

Planning Techniques

- Networks
- Gantt Charts
- Critical Path Analysis

Project Costs

- Costing

Scheduling with Dependencies

- Entering Dependencies
- Critical Path Review
- Create Recurring Task
- Spilt Task

Updating the Plan

- Concepts of Progress Reporting
- Baselining
- What if Changes
- Recording Progress

Working with Multiple Projects

- Sharing Resources
- Inserting Projects
- Cross-Project links