

## LEARNING OUTCOMES

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

- \* Start Microsoft Project and work with its 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.

## 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