



Microsoft Project - Foundation

Overview:

This **TWO DAY** course is aimed at people who manage or coordinate projects and who need to track the progress of a project. It includes planning and identifying tasks and durations, creating relationships between tasks, assigning resources and tracking the project.

Learning Outcome:

To provide participants with the fundamental skills of Microsoft Project to successfully create and manage complex projects.

Prerequisite:

General understanding of computers and the Windows operating system. Familiarity with Microsoft Excel will be useful.

Target Audience:

People with little or no knowledge of Microsoft Project. It is particularly recommended to self taught people to give them a thorough grounding in the program including the importance of setting calendar options and creating calendars at the outset.

Course Content

Course Objectives

- Describe the concepts of project management
- Describe the phases of a project
- Start up and exit Microsoft Project
- Work with creating projects
- Set a base calendar
- Work with tasks within a project
- Work with editing and formatting techniques
- Enter resource and cost information
- Describe critical path methods
- Monitor projects and print various views and reports
- Locate and work with tools for customising project
- Locate and work with GANTT charts.

Project Basics

- Navigating the Project Screen
- Working with Views
- Working with the Gantt Chart
- Project Menus
- Working with existing Projects

Creating a New Project

- Understanding your project
- Creating and saving a new project
- Setting specific options
- Creating a new Calendar
- Adjusting the Project Calendars
- Specifying Project Information

Creating Tasks

- Entering Tasks and Durations
- Reviewing the Project Tasks and Resources
- Creating, Formatting and Working with Summary Tasks
- Displaying the Critical Path
- Entering Milestones

Creating Relationships

- Using the Link Tool and Task Entry
- Understanding Relationship Types
- Entering Lead and Lag Times

Assigning Resources

- Creating a Resource Pool
- Assigning Resources
- Understanding Task Types
- Linking to an existing resource file
- Managing 12-24 hour shifts

Resource Levelling

- Assigning Part Time resources
- Changing Work Effort
- Assigning Overtime
- Switching Assignments
- Rescheduling Tasks

Constraints and Deadlines

- Adding a Constraint
- Using Elapsed Time
- Creating a Deadline

Project Monitoring

- Project Monitoring
- Creating a Baseline
- Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals

Resolving over-allocations

- Rescheduling the tasks
- Changing duration but keeping work constant
- Getting more resources
- Using other over-allocated resources
- Extending calendar to work overtime

Costs

- Costing Overview
- Reviewing the Current Cost Status
- Variable Resource Costs
- Costs for Equipment Hire
- Assigning Material Costs
- Using multiple Cost Tables
- Changing resources rates during a Project

Printing

- Overview of Printing
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Jobs Lists
- Printing Resources Lists
- Printing Quick Reference



Microsoft Project - Advanced

Overview:

This **ONE DAY** course will enable the participant to build on the skills gained in the Foundation course and work with Project's more complex features.

Learning Outcome:

Work with tables, understand task types, import and export files, create reports, use advanced features, work with multiple projects and shared resources.

Prerequisite:

Attendance on the 2 day Project Foundation course or a thorough knowledge concepts such as working with Project files, task and resource management, task relationships and using Project's management tools (such as tracking progress and using the critical path).

Target Audience:

People who want to extend their existing skills to create and manage more complex projects.

Course Duration:

One day.

Course Content

Advanced Task Topics

Work with fixed tasks
Create recurring tasks
Add a hyperlink to a task
Assign a calendar to a task
Create deadlines
Assign overtime to a task
Understand and use the Work Breakdown Structure (WBS) code
Work with the Task Inspector

Advanced Formatting

Change the text style
Insert, hide and move columns
Change gridline settings
Format and modify bar styles
Change bar text
Add a text box to a bar
Position and format text box

Create Reports

Create a pre-defined report
Create a custom report
Create a visual report
Edit a report
Create a visual template
Modify a visual template

Project Costs

Set currency options
Viewing the Cost table
Fixed cost vs. resource cost type
Using cost rate tables

Work with Files

Import and export files
Use the Project Organiser
Create and use templates

Set Project Options

Change calendar and date format
Change User name and undo levels
Set time units
Enable AutoSave
Set calculation options
Set security options

Work with Resource Pools

Start a resource pool
Link a project to the pool
Create resource pool from multiple projects
Unlink a project from a resource pool
Update a resource pool

Multiple Projects

Types of multiple projects
Insert a sub project
Unlink or remove a sub project
Consolidate projects

Master Projects

View master project's critical path
Save baseline for a master project
Save baseline for consolidated project
Viewing information for inserted projects

Using Macros

Record a macro
Assign a short cut key
Run a macro
Assign macro to a button
Copy a macro
Delete a macro