



Microsoft Project Intro

Format: Two Days
Max Capacity 6

This course is designed for project managers or people that are involved with the administration of managing a project. It is particularly useful for people who have been using project and are struggling with the logic of how project calculates dates and durations. The course is designed for both new and current users of project. Participants should be experienced Windows users.

Course Content

Getting started

- Project Management Concepts
- Exploring the Project Window
- Using Help
- Working with Project Files
- Closing Project Files and Closing Project

Gantt Chart

- Understanding the Gantt Chart
- Formatting the Gantt Chart
- Showing the Critical Path
- Showing Non Working Time
- Displaying Guide Lines
- Understanding Time Scales

Working with tasks

- Creating a Task List
- Modifying a Task List
- Creating a Work Breakdown Structure

Summary Tasks

- Setting up Summary Tasks
- Adding a Project Summary

Scheduling tasks

- Setting up Task Links
- Setting Dependency Types
- Understanding Leads and Lags
- Effort Driven Tasks

Constraints

- Understanding Constraints
- Constraint Types
- Setting up Constraints
- Removing Constraints

Managing Resources

- Creating Base Calendars
- Working with Resources and Calendars
- Working with Resource Costs
- Assigning Resources to Tasks

Working with Views and Tables

- Working with Views
- Working with Tables

Tracking the Project

- Setting the Baseline
- Using Tracking Gantt
- Entering Actual Values
- Setting up the %'s Complete
- Finalizing the Task Plan
- Finalising Schedules
- Resolving Resource Conflicts

Sharing with Others

- Printing the Plan
- Exporting to Excel
- Using Project Reports