

Microsoft Project Introduction

Course Outline

Course Format: One Day
Max Capacity: 6 People

This course is designed for people who are building simple projects or those who need to work with a project that has been developed by someone else. It will give a delegates a solid understanding of the steps needed to set up the MS Project environment and then develop a basic project.

Course Content

Getting started

- Project Management Concepts
- Working with Project Files
- Manual & Auto Scheduling
- Closing Project Files & 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

Calendar

- Setting up basic Calendar
- Applying Calendar

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 & Lags
- Effort Driven Tasks

Constraints

- Understanding Constraints
- Constraint types
- Setting up Constraints
- Removing Constraints

Managing Resources

- Entering resources
- Applying resources
- Changing resources

Working with Views and Tables

- Working with Views
- Working with Tables

Tracking the Project

- Setting the Baseline
- Viewing the Baseline
- Showing Complete Tasks

Printing

- Printing different Views