

Microsoft Project Introduction

2002 / 2003 / 2007

Duration: 2 days

Who Should Attend / Target Audience

This course has been developed for project managers, coordinators or team leaders who need to track projects electronically.

Prerequisites

Participants will need to be familiar with the Windows Operating System and be able to open, close and save files. Experience using Excel is advantageous.

Learning Outcomes

- Create tasks and resources
- Enter a range of task duration and identify tasks on the critical path.
- Create relationships between tasks.
- Effectively use resource assignment in a project
- Assign materials and costs in a project and set constraints and deadlines for a project
- Use reporting features to track and analyse a project

Course Content

Version: 18/12/09

Project Basics

The Project Screen
Working with Views
Working with the Gantt Chart
Project Menus
Working with Existing Projects

Project Help

Creating A New Project

Understanding your Project
Creating and Saving a New Project
Setting Specific Options
Pitfalls in Changing Options
Adjusting Standard Calendars
Creating Public Holidays & a New Calendar
Specifying Project Summary Information
Specifying Project Information

Project Management

Tasks and Resources
The Importance of Planning
Steps in Project Management
Advantages & Disadvantages of Project

Creating Tasks

Overview of Creating Tasks
Reviewing the Project
Entering Tasks
Creating & Working With Summary Tasks

Task Durations

Entering Task Durations
Displaying Critical Tasks
Checking Project Status
Understanding Project Slack
Entering Milestones

Creating Relationships

Using the Link Tool & Task Entry
Relationships in a Sheet
Keeping to a Schedule
Entering Lag and Lead Time

Resourcing A Project

Creating a Resource Pool
Entering Materials
Assigning Calendars
Adjusting Resource Information
Changing the Unit Display

Assignment Concepts

Calculation Methodologies
Creating Simple Assignments
Understanding Task Types
Fixed Unit Assignments
Fixed Duration & Work Assignments
Effort Driven Resourcing

Assigning Resources

Task Entry View & Part-time Resources
Contouring Resource Usage
Assigning Work Times
Problem Assignments
Assigning Resources Task Information
Assigning Resources in a Sheet
Resources You Don't Have

Resource Levelling

Tracking Over Allocations
Fix 1: Changing Work Effort
Fix 2: Assigning Overtime
Fix 3: Hiring Contract Labour
Fix 4: Switching Assignments
Fix 5: Rescheduling Tasks

Assigning Materials

Fixed Material Consumption
Contouring Materials Usage
Variable Usage Materials
Checking Work for Materials

Costs

Current Cost Status and Views
Variable Resource Costs
Costs for Equipment Hire
Resource Usage Costs
Fixed and Material Costs
Using Multiple Cost Tables
Changing Resource Rates

Constraints and Deadlines

Adding a Constraint
Using Elapsed Time
Adjusting to Meet Constraints
Creating a Deadline

Project Monitoring

Project Monitoring
Creating a Baseline
Updating Task Progress
Entering Delayed Tasks
Tracking Actuals
Using the Tracking Box
Viewing Task Slippage

Printing

Printing a Gantt Chart
Printing Jobs for Resources
Printing Resources for Tasks

Next Level Course: MS Project Advanced

Availability: In House Closed Group Public