

MICROSOFT PROJECT INTRODUCTION

Plan and track project schedules, resources and costs 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 an advantage.

Expected outcomes

- Create tasks and manage task durations.
- Create relationships between tasks, set constraints and deadlines and identify tasks on the critical path.
- Effectively use resource assignment in a project and assign costs.
- Use reporting features to track and analyse a project.

Who should attend

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

Navigating Project

- work with views, tables and forms
- work with split screens
- navigate through existing projects

Create a project plan

- understand your project
- create and save a new project
- set specific options
- set start and finish dates
- define working time
- adjust standard calendars
- create public holidays and new calendars

Setting up tasks

- manual vs automatic scheduling
- summary tasks
- import task information
- insert tasks
- add task notes
- add hyperlinks

Task durations

- enter and estimate task durations

- enter milestones
- format text styles

Creating relationships

- create task links
- enter lag and lead time
- understand project slack
- view the critical path
- format the Gantt chart

Task constraints

- add and view constraints
- add a deadline

Printing and PDF

- print the Gantt chart
- adjust print settings
- filter results for print
- add a highlight filter
- save for PDF

Resourcing a project

- create a resource pool
- assign calendars
- adjust resource information

Assign resources

- assign work times
- understand task types

- levelling resources
- fix over allocated resources

Costs

- add variable resource costs
- cost accrual
- add fixed costs to tasks
- view cost breakdowns

Tracking projects

- create and set a baseline
- view the baseline in the tracking Gantt
- track actual changes
- update tasks and the project
- use the tracking table
- progress lines

Printing reports

- view standard Project reports
- produce Visual Reports
- display and print the timeline

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.