

MICROSOFT PROJECT INTRODUCTION

Ideal for project managers, coordinators or team members who need to plan and track project schedules, resources and costs electronically.



Expected outcomes

- Create tasks and manage task durations
- Create relationships between tasks, set constraints and deadlines and identify tasks on the critical path
- Understand the basics of resourcing
- Track a project that is underway

Who should attend

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

Project management concepts

Navigating Microsoft Project

- The quick access toolbar
- Working with views
- Entering data – tables and forms

Create a project plan

- Defining 'time'
- Setting project start and finish dates
- Change working time – setting up calendars
- Modify the standard calendar
- Adding exceptions (holidays)
- Setting recurring holidays
- Create a new calendar

Task durations

- Entering estimated durations
- Task relationships
- Creating lead & lag time
- Working time vs elapsed time

Setting up tasks

- Copy pasting data from spreadsheet
- Creating summary tasks
- Expanding and collapsing an outline
- Spell check
- Inserting rows to add tasks
- Adding milestones
- Formatting text

Critical path

- Viewing the critical path

Task constraints & deadlines

- Not meeting a constraint
- Edit/Remove a constraint
- Deadlines
- Assigning a calendar to a task

Printing and PDF

- Print preview
- Page setup options
- Create a filter
- Create a highlight filter
- Save as PDF

Resources

- Create a pool of resources
- Assign resources to tasks
- Resolving over-allocated resources
- Removing an assigned resource
- Assigning work to a different resource
- Changing a task relationship to fix overallocation
- Changing a resource's calendar

Project costs

- Variable costs
- Fixed costs

Tracking projects

- Create & set baseline
- Tracking gantt – view the baseline
- Entering progress
- Slipping behind the plan
- Creating new work
- Displaying progress lines
- Create a visual Timeline for reporting

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

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.

**For online training participants must have installed and have access to Microsoft Project 2016 software on their computer to use during the session.*