

Introduction to Microsoft Project

(2 days)

Objectives

To gain a good working knowledge of Microsoft Project for windows.

Who should attend

This course has been designed for people with basic project planning skills, but with little or no knowledge of this package.

Course Outline

TERMINOLOGY

Exploring the Project 2003 application window

NAVIGATING A PROJECT PLAN

CREATING A NEW PROJECT PLAN

Setting start and finish dates

CALENDAR

Setting the working times and dates
Altering the base calendar
Creating task calendars
Adding visual alerts for deadline dates

ENTERING TASKS AND MILESTONES

Inserting new tasks
Adding, deleting, moving and recurring tasks

OUTLINING (the benefits of breaking a plan into phases)

Creating and using outlines
Creating sub-projects

LINKING TASKS (building 3 types of dependency between tasks)

Including FS, SS and FF
Adding lag times

RESOURCES (how to ensure the work gets done)

Assigning resources
Resourcing views
Adding material resources
Adding resources to the resource pool
Adding existing resources
Resources usage pool

BASIC LEVELLING (are you over working any resource)

Managing resources
Ensuring resources are not over allocated

BASELINING A PROJECT (Saying 'Yes – let's go with this plan')

Setting a project 'in concrete' from which to measure the performance of the plan in actual terms
Scheduling task constraints

BASIC TRACKING TECHNIQUES

Ensuring the project is on schedule

VIEWING A PROJECT IN DIFFERENT FORMS

Tables and toolbars – customising graphical views
Displaying graphics and the Gantt chart wizard

ADDITIONAL WORK ON RESOURCES

(ensuring the project finishes on time)
Applying overtime
Assigning multiple resources to one task (effort verses fixed duration)
Applying work where it is needed. E.g. at the beginning of a task and as the task progresses applying less work (contouring – inbuilt and manual)
Starting a task, stopping it and then continuing it at a latter date
Handling resource calendars

LINKING SMALL PROJECTS INTO A MASTER PROJECT

Sharing resources across multiple projects but ensure that no resource is overworked

PUBLISH THE PROJECT PLAN ON THE WEB



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