

Duration:

Half day Workshops: (8.30 am – 12.00 am) or (1.00 pm – 4.30 pm)

What are Microsoft Project Next-Step Workshops?

Microsoft Project is a powerful scheduling tool and the type of work you are doing will dictate what areas of the application you'll need to be familiar with. We have developed our workshops to meet industry needs, which we have identified over a period of ten years working with clients.

Some users need to focus on running multiple projects sharing a common resource pool, while others require high-level customised reporting tools and project display capabilities. Others are experienced Microsoft Project users who have had problems in certain areas when working with the application, such as resource assignment and leveling.

Each workshop is developed around a theme and will be ideal for those who are self-taught or ready to expand their Microsoft Project knowledge.

Pre-requisites:

To gain maximum benefit from these workshops, participants must have a working knowledge of Microsoft Project or have completed a Microsoft Project Fundamentals course.

Workshop 1 – Resources

This workshop is designed for those people who need to assign resources to their project tasks and ensure their availability. If you have been struggling with this aspect of the application (including task durations changing unpredictably) this workshop will demystify resource assignment by unveiling project's effort calculations and provide you with the skills to resolve resource overallocations (also known as leveling).

Course Objectives:

On completion of this workshop participants will be able to:

- Develop a resource pool
- Understand resource assignment in Microsoft Project and the effect of effort driven scheduling
- Identify the driver resource and what this means in terms of effort driven
- Develop appropriate techniques for resource assignment
- Understand the three different task types and their effect on resource assignment
- Use resources to shorten task duration
- Overtime
- Level resources using Microsoft Project's leveling tool
- Level resources manually, task by task
- Use Microsoft Project to assign costs via the resource pool

Workshop 2 – Multiple Projects

This workshop is designed to assist you with consolidating multiple projects into a Master project file for tracking and reporting. You can have thousands of tasks in a project schedule but it is definitely more manageable if split into smaller projects feeding into a Master Project. Each project manager can then manage their own plans and resources. You will learn how Microsoft Project can assist you to manage multiple resources and ensure their availability. We will also look at creating templates to ensure consistent and speedy project setup.

Course Objectives:

On completion of this workshop participants will be able to:

- Develop a master project
- Create links between projects
- Develop resource pools
- Assign resources to tasks
- Share resource pools across multiple projects
- Level resources across multiple projects
- Protect project files
- Create a project template
- Share customized elements between existing plans
- Baseline and track actuals

Workshop 3 – Developing a Schedule (Best Practice)

If you are self-taught or haven't used project for a few years, this workshop is an excellent review covering the basics of schedule development. We will move through the calendar setup, learn lots of short cuts, review relationships and the effects of applying constraints to tasks.

Course Objectives:

On completion of this course participants will be able to:

- Use shortcuts – Tips and Tricks
- Understand Microsoft Project's calendars
- Create a new base calendar
- Set the project start date
- Understand the difference between duration and effort
- Develop relationships
- Use lead and lag
- Apply constraints and deadlines
- Develop a WBS (Work Breakdown Structure)
- Save a baseline

Workshop 4 – Customisation

If you need to customise the Microsoft Project environment this workshop is ideal. Learn how to create your own tables and templates to meet your team's needs. You will have the opportunity to see how Microsoft Project integrates with other applications such as Microsoft Outlook and Microsoft Excel, as well as establishing a baseline and tracking actual data.

Course Objectives:

On completion of this workshop participants will be able to:

- Resolve problems in the project schedule
- Create hyperlinks
- Capture Microsoft Project data to paste into other applications
- Create baselines and adjust the schedule to reflect actual data
- Create tables, filters and reports
- Use graphical indicators and formulas
- Create project templates
- Customise bar and text styles
- Export data to MS Excel
- Integrating with Outlook
- Use the organizer to move and copy project elements

Workshop 5 – Working with your own schedule

If you are developing a schedule and need assistance to review techniques for Microsoft Project setup, creating relationships and assigning resources, this workshop is ideal.

Here you have the opportunity to develop or reassess your own schedule in a small workshop environment with an experienced planner/instructor. There will be no more than 6 people in the workshop to ensure adequate time can be spent with each attendee. The first hour will be given over to reviewing MS Project. You will have the opportunity to ask questions during this segment. During the second half of the session you will work on your own schedule applying the new techniques you have learnt. The instructor will provide practical feedback on your plan.