Course Outline
Microsoft Project Fundamentals

DAY ONE

Duration:

One day (9.00 am – 4.30 pm)

Who should attend:

Designed for those who need to use Microsoft Project to develop a schedule of activities for a project.

Pre-requisites:

To gain maximum benefit from this course, students should have opened up the application and keyed in a number of tasks. Project management knowledge is an advantage.

Course Objectives:

On completion of this course participants will be able to:

- Demonstrate an understanding of the key concepts of project management, and project management using a computer tool
- Create project task lists, create relationships between those tasks and have MS Project calculate schedules
- Format project sheets and graphical views
- Print data in MS Project

Before we start

What is MS Project?
The MS Project screen layout
Saving protocols
Navigating around your project
Tables, forms and combination views
Formatting the Gantt chart and timescales

Phase 1 – Starting the project

Starting a new project file
Setting up Options and Calendars
Scheduling from the Start Date vs. Finish Date
Setting the start date
Entering summary information

Phase 2 – Task Entry Phase

Creating tasks
Setting task durations
Identifying milestones
Creating summary and sub tasks
Viewing task level details

Phase 3 - Scheduling

Why we need task relationships
Predecessors and successors
The four relationship types
Creating task relationships
Modifying task relationships
Applying lead and lag
Interlinking sub tasks
Concurrent phases
Hanging tasks
Identifying the critical path
Entering constraints and deadlines

Participants will be required to build their own schedule on the morning of the second day. We will use this schedule to practice resourcing

Course Outline
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DAY TWO

Duration:

One day (9.00 am – 4.30 pm)

Who should attend:

Designed for those who need to use Microsoft Project to resource activities, monitor and report on a project.

Pre-requisites:

Completion of Day 1

Course Objectives:

On completion of this course participants will be able to:

- Create a resource pool
- Assign and resolve resource allocations
- Save a baseline and track actual data
- Interrogate the MS Project database
- Review day one by creating your own schedule.

Revision

Phase 4 – Resources

What is a resource?
Types of resources
Entering resources
Standard rate and cost per use resources
Changing individual resource working times
Creating new calendars

Phase 5 –Assigning Resources

Resource assignment overview
Work versus duration
Assigning resources to tasks
Initial assignments
Fixed units, fixed work and fixed duration
Using multiple resources and effort-driven scheduling

Phase 6 – Solving Resource Overallocations (Resource Leveling)

What is resource overallocation?
Identifying which resources are overallocated
Identifying where resources are overallocated
Identifying available work time
Fixing overallocations

Phase 7 – Baselines and Tracking

What is a baseline?
Creating a baseline
Tracking the project
Identifying variance
Creating & displaying multiple baselines
Removing the baseline
Refreshing partial baselines

Phase 8 – Closing the Project - Extra tools

Creating your own Tables
Using Autofilters and Highlight Filters
Building and Using Filters
Creating a Shared Resource Pool
Creating a Master Project
Creating custom reports
Templates and the Organizer
Costed and uncosted overtime