

One-day course format

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

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

Phase 4 – Resources

What is a resource?
Types of resources
Basic resource assignments

Phase 5 – 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