

### **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*

### **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