

Microsoft Project Introduction

One Day

A hands-on instructor-led Microsoft Project training course helping people based in Scotland who need to learn the necessary skills to begin to create project schedules, manage project resources, then track and report on continuing project progress. Project skills are gained through learning, discussion and practice with an expert trainer within a professional classroom environment.

Course Aims

The aim for this course is to have delegates leave the course with a working capability with Microsoft Project. Trainees will gain skills that will allow each attendee to use the software to build a project plan, add resources and evaluate progress on any project. Training therefore covers:

- Familiarity with the program's interface allowing creation and updating of project plans
- Setting parameters – controlling projects by considering time, constraints and measures
- Allocating resources to projects in order to plan and track an efficient use of those resources
- Updating plans, tracking movement and reporting project status –with an awareness of implications caused by arising factors or a changing environment

Course Content

Microsoft Project basics

- The Microsoft Project Environment
- Setting the project start/end date
- Calendars and Working Time
- Scheduling Mode

Build a project plan

- Structuring projects
- Adding Tasks and Milestones
- Task Grouping
- Create Constraints
- Project Summary Task
- Linking Tasks

Create and assign Resources

- Creating Resources including materials
- Resource calendars
- Resource costs
- Assigning Resources to tasks

Resolve resource overallocations

- Fundamentals of resolving overallocations

Evaluate the project schedule

- Viewing the Critical Path
- Setting the Baseline

Update a Project Plan

- Enter Task Progress
- Edit Tasks
- Delay a Task
- Extend a Task
- Add a new Task
- Reschedule a Task

Track progress

- Work with the Tracking Gantt view

Reporting

- Filters, Highlights, Views and Reports
- Page Setup and Printing