

Microsoft Project Introduction

One Day

A hands-on instructor-led Microsoft Project training course helping people 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

Microsoft Project Advanced

One Day

A hands-on instructor-led Microsoft Project training course helping people upskill from an already fair existing knowledge of Project to further enhance their abilities. The course allows delegates to return to work with a confidence that they can apply the advanced features of Project in order to plan, track and customise more complex or involved projects. This level of ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

This course works by building on existing knowledge and demonstrating what Microsoft Project is capable of in terms of managing multi-tiered and intricately involved projects. Training therefore covers:

- Learning to simultaneously manage multiple projects and costs for consistency and responsible management
- Use a Resource Pool to assign resources across multiple projects to share availabilities
- Customise and share Project views, filters, tables and reports – imparting information to good effect
- Know how Project integrates with other applications to process or present project data

Course Content

Recap on basics

- Tasks and resources
- Baselines
- Updating the project

Working with Resources

- Defining multiple resource rates and assigning fixed costs to tasks
- Create a shared resource pool

Managing project costs

- Update cost rate tables, group costs
- Entering overtime work
- Link documents to a project plan

Reports

- Creating a custom report
- Using visual reports

Managing the Project

- Creating deadlines
- Working with multiple base Lines
- View progress using progress lines
- Splitting tasks

Master and sub-projects

- Inserting the sub-project
- Viewing and editing sub-projects from within the master project

Integrating Project with other Office applications

- Importing data from Excel
- Exporting the project plan to Excel
- Importing and exporting with other Office applications

Create Calendars

- Assign a calendar to a resource
- Allow different tasks to use different calendars

Using templates

- Saving an existing project as a template

Customise the project

- Custom views, filters and tables
- Calculated fields
- Customising the Gantt chart
- Reusing and sharing customisations using the Organiser