

Microsoft Project – Beginners and Beyond

When will resources be needed? When will the project deliver? Is the project on track? When will it finish? Learn how to use Microsoft Project to create a usable and realistic schedule, to baseline and monitor progress. Level resources and customize the views and reporting to suit your organization.

Abstract

Using Microsoft Project to produce a realistic project schedule is more than just keying in a load of tasks and linking them together to create a fancy Gantt chart. This course is aimed at the practical approach to using Microsoft Project to produce well prepared project schedules with which you can track project progress.

Objectives

To show you how to use Microsoft Project to:

- Develop project schedules using Microsoft Project
- Assign resources to tasks
- Locate and resolve resource over-allocations
- Set baselines and record and track progress
- Obtain meaningful project progress reports
- Customise views and reports
- Distributing a copy of the Gantt Chart.

Who should attend

Project Managers, Project Administrators, Team Leaders, and others who need to create and/or maintain project schedules using Microsoft Project

Syllabus

Microsoft Project Basics

- Tasks, Resources, Views
- Create a new project
- Accessing help

Calendars and Setup

- Types of calendars
- Project Options
- The project guide

Tasks

- Entering tasks
- Screen hotspots
- Table views
- Summary tasks
- Showing/hiding sub-tasks

- Milestones
- Setting task calendars

Resources

- Types...material resources
- Adding resources
- Resource calendars
- Resource availability
- Sorting resources

Scheduling

- Assigning resources
- Resource-driven scheduling
- Fixed work, units and duration
- Network diagrams
- Task relationships and linking
- Constraints, deadlines and filters

Resolving Resource Over Allocations

- When and why resources should be levelled
- Finding over-allocations
- Alternative ways of resolving resource over-allocations

Project Baselines and Tracking

- Creating a baseline
- Recording and tracking progress
- Rescheduling remaining work

Printing and reporting

- Printing and print options
- Standard reporting
- Custom reports

Templates and the organizer

- Modifying and using templates
- Using the organizer

Distributing the Gantt Chart

- Copying a picture

Course Length: 2 days
Course Code: BMSPPMC2
PDU: 14



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