

Microsoft Project Introduction

A Two Day Course

OVERVIEW

This workshop provides a significant introduction to Microsoft Project. This practical course will enable delegates to use the application as their toolbox when working on project planning, design, monitoring, controlling and completing projects.

Learners will use Microsoft Project to design, analyse and edit a range of Project Management plans, using techniques such as GANTT charts and calendars.

Features Covered:

Getting Started with Microsoft Project

The role of MS Project & explore the MS Project Environment

Creating a Project Plan

Create a new Project Plan

Set Project working time & Project Information

Create Summary Stages

Edit the Task List

Define the Activity List

Create & Apply Task Calendars & Work Breakdown Structure

Creating the Project Schedule

Understand task durations & define Milestones

Work with manual & automatic Scheduling & Finish Start Links

Task Relationships – Types, Lag & Lead

Add tasks to the Timeline

Identify the Critical Path

Work with Constraints & Deadlines

Add Recurring Activities & notes to a Task

Reference other files in Tasks

Managing Resources in a Project Plan

Understand Resourcing Types

Work with Resource Calendars & Availability

Add Resource Costs

Assign Resources to Tasks

Effort driven Scheduling

Resolve resource Over-allocation & Split activities

Introduction to Project Tracking

Set a Project Baseline then view the progress

Viewing & Reporting Project Detail

Filter & Group Project Data

Print MS Project Views

Use Standard Reports & Print

AUDIENCE

This hands-on workshop is designed for analysts, project managers, power users and anyone responsible for creating and monitoring projects. Whether new to MS Project, or with some experience already, this course will help to maximize use of the key features of this excellent software.

OBJECTIVES

After completion of the course delegates should be able to:

- Identify components of the Microsoft Project environment
- Use views to work with a project plan
- Create a new project plan & project schedule
- Manage resources in a project plan
- Finalise a project plan
- Track progress
- View & report project plan information

PREREQUISITES

No previous experience of using Microsoft Project is required, but users must be familiar with the concepts and methodologies of Project Management (ask for details), and they must be competent users of Microsoft Windows.

COURSE FEE: £595 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

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