MICROSOFT PROJECT INTRODUCTION

Course number : 118

Overview

Microsoft Project provides the flexible and intuitive tools and solutions to help create the project plan, track progress, adjust resources as needed, and make the project more visible, so that others can see the status of a project. In this Microsoft Project training course, you gain the skills to manage and maintain control of multiple projects more efficiently for your organization.

What you'll learn

- Leverage Microsoft Project to plan your project
- Manage project schedules and resources
- Create reports and dashboards to effectively share project data
- Track progress and monitor variances between targets and actuals

Who should attend

Pre-requis

- Basic knowledge of Project Management concepts

SOFTWARE:

- This course uses Microsoft Project 2016, but many concepts apply to earlier versions of Microsoft Project

Outline

Introduction to Microsoft Project

- Overview of project management concepts that apply to Microsoft Project
- Introducing the Microsoft Project interface
- Customising the Ribbon and Quick Access Toolbar

Creating a New Project Plan

Building a project plan

- Producing a Work Breakdown Structure (WBS)
- Entering tasks, summary tasks and milestones
- Estimating and entering task duration
- Establishing relationships between tasks
- Working with different types of dependencies
- Adjusting the project schedule to target specific dates

Scheduling essentials

- Leveraging manual and automatic scheduling
- Conceptualising and identifying the critical path
- Analysing and managing the schedule

Optimising the project plan

- Implementing lag and lead
- Applying deadline dates to the project plan
- Setting, locating and removing task constraints
- Managing master and subprojects
- Controlling Your Project Plan

Configuring calendars

- Creating new and updating existing calendars
- Analysing the relationship between project, task and resource calendars
- Changing default calendar options

Applying calendars to projects, tasks and resources

- Assigning calendars appropriately
- Updating your project plan due to calendar changes

Sharing project calendars

- Saving calendar changes to the Global template
- Sharing and organising calendars

Keeping Your Project on Track

Preparing for tracking

- Validating the project plan

- Establishing the baseline

Tracking task progress

- Identifying key steps in the tracking process
- Updating the project plan with tracking data
- Analysing variance against the project plan
- Creating graphical status indicators

Troubleshooting schedule problems

- Reviewing project task updates for timeline problems
- Resolving issues with the project schedule

Managing Project Resources and Assignments

Creating and assigning resources

- Defining work, material and cost resources
- Assigning resources to tasks
- Utilising budget resources
- Configuring resource pools

Managing and tracking resource assignments

- Troubleshooting resource assignments
- Investigating and resolving resource overallocations
- Tracking assignment progress
- Leveraging the Usage views to manage assignments

Analysing Project Data and Preparing Reports

Identifying communication needs

- Defining stakeholder groups
- Identifying project communication requirements

Creating reports

- Examining basic and dynamic report types
- Designing dashboard indicator reports
- Building custom tables, filters and reports
- Creating Visual Report templates
- Automating reporting tasks via macros

Interacting with other applications

- Sharing data using the Timeline view
- Overview of collaboration features
- Employing import and export maps

Schedule

Location Dates Status

Tuition

IN CLASSROOM OR ONLINE PRIVATE TEAM TRAINING

STANDARD   **$3895**

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Certification