



4D Group

MS Project Introduction

Who would benefit?

This course is an excellent introduction to Project Management, packed full of practical examples and hands-on exercises.

Objective

To gain a detailed working knowledge of Microsoft Project and to be able to create, develop and track projects from start to finish including standard reporting.

Content

- What is a Project
 - Theory of Project management
- Screen Layout
 - Windows
 - Toolbars
 - Menus
 - Task Pane
- Help System
 - Learn While You Work
 - Map
 - Traditional Help System
- Entering Tasks
 - Tasks
 - Durations
 - Milestones
- Linking Tasks
 - Linking: Finish to start
 - Unlinking
 - Predecessors and Successors
- Navigation
 - Keyboard Short Cuts for Views
 - Use the Got selected task Button.
 - Use View Zoom
 - Format Time-scale
- Viewing your Project
 - Gantt Chart
 - Calendar View
 - Network Diagram
- Task Relationships
 - Finish to Start
 - Start to Finish
 - Finish to Finish
 - Start to Start
- Task Constraints
 - General
 - Hard Constraints
 - Soft Constraints
 - Scheduling Project from Start Date
 - Scheduling Project from Finish Date
- Project Resources
 - People, Rooms, Equipment, Materials
 - Levelling
 - Resource Calendars
- Critical Path
 - Theory of Critical Path
 - Applying a Critical Path
 - Slack Time
- Adjusting the Project Calendar
 - Default working Hours & Week
 - Altering Hours of Working Day
 - Setting additional Non-Working Days e.g. Bank Holidays
 - Creating New Calendars
- Setting a Baseline
 - What is a baseline?
 - Setting a baseline
 - Clearing a baseline
 - Using the Tracking Gantt
 - Showing the Project Statistics
- Progressing the Project
 - Recording work done
 - Using the Tracking Toolbar
- Formatting and Printing
 - Formatting bars and text
 - Changing the timescale shown
 - Using the Gantt Chart Wizard
 - Printing view

Duration

One Day