



4D Group

MS Project

Who would benefit?

This course is an excellent introduction to Project Management, packed full of theory and practical hands-on exercises. Delegates will learn how to create a basic project schedule, edit and organise tasks, assign resources, and format and print views.

Objective

To give an introduction to this project management software and how to apply the various features to the workplace.

Content

Project Management

- What is a project?
- What are the skills required of the project manager and the project team?

Getting Started with MS Project

- The screen layout and toolbars
- Gantt chart view
- Navigating a project
- Setting the project start date

Using Calendars

- Altering hours of work and setting non working times

Entering Tasks

- Entering and amending tasks
- Inserting recurring tasks
- Milestones
- Task relationships
- Task restraints
- Displaying the critical path
- Understanding project stages and using summary tasks
- Adding notes to tasks

Resources

- Setting up resources
- Assigning calendars to resources
- Assigning resources to tasks
- Sharing resources across multiple projects

Understanding Project's Scheduling Engine

- Using effort-driven scheduling
- Finding over-allocated resources
- Resolving resource conflicts
- Scheduling overtime
- Levelling resources

Tracking the Project

- Setting the baseline
- Updating tasks as percentages complete
- Recording actual information

Understanding Views

- Using the view toolbar
- Displaying dual-pane views
- Applying different tables
- Applying a filter to a view
- Sorting and finding information

Formatting and Printing

- Formatting text and Gantt bars
- Specifying page orientation and margins
- Creating headers and footers
- Printing various Project views
- Using the screen captive toolbar button

Reports

- Using the built-in reports

Duration

Two days