Managing Projects using Microsoft Project

Description

Microsoft Project is a powerful planning tool used by many project managers and project planners. It provides support for many of the key project control processes including the preparation of schedules, resource plans, cost forecasts and progress reports. However to get the best out of Microsoft Project can require some training. In this course you will learn elements of Microsoft how it can be used to plan and manage the delivery of projects. You will create and manage a project schedule using Microsoft® Project

Who Should Attend

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs Microsoft Project to manage and customize those plans through the implementation stage of a project.

What you will achieve

The benefits of this course for you and your organisation are:

❖ Save time getting up to speed with Microsoft project, so that you can start producing high quality plans quickly.

❖ Learn how to use Microsoft Project to its full potential, including planning resources, cost and reporting.

❖ Give confidence to the organisation that you can plan projects in an effective way, using the recommend approaches

What you will learn
Upon successful completion of this course, students will be able to:
• identify the basic features and components of the Microsoft Project environment.
• create a new project plan file and enter project information.
• manage tasks by organizing tasks and setting task relationships.
• manage resources for a project.
• exchange project plan data with other applications.
• update a project plan.
• manage project costs.
• report project data visually.
• reuse project plan information.
• finalize a project plan.

Agenda

Day 1 - Level 1 - Course Content
Lesson 1: Getting Started with Microsoft Project
Topic 1A: Explore the Microsoft Project 2010 Environment
Topic 1B: Display an Existing Project Plan in Different Views
Lesson 2: Creating a Project Plan
Topic 2A: Create a Project Plan
Topic 2B: Assign a Project Calendar
Topic 2C: Add Tasks to a Project Plan
Topic 2D: Enter the Task Duration Estimates
Topic 2E: Add Resources to a Project Plan
Lesson 3: Managing Tasks in a Project Plan
Topic 3A: Outline Tasks
Topic 3B: Link Dependent Tasks
Topic 3C: Set Task Constraints and Deadlines
Topic 3D: Add Notes to a Task
Topic 3E: Add a Recurring Task
Lesson 4: Managing Resources in a Project Plan
Topic 4A: Create a Resource Calendar
Topic 4B: Assign Resources to Tasks
Topic 4C: Enter Costs for Resources
Topic 4D: Resolve Resource Conflicts
Lesson 5: Finalizing a Project Plan
Topic 5A: Shorten a Project Using the Critical Path
Topic 5B: Set a Baseline
Topic 5C: Print a Project Summary Report

Day 2 - Level 2 - Course Content
Lesson 1: Exchanging Project Plan Data with Other Applications
Topic 1A: Import Project Information
Topic 1B: Export Project Plan Cost Data to an Excel Workbook
Topic 1C: Copy a Picture of the Project Plan Information
Lesson 2: Updating a Project Plan
Topic 2A: Enter Task Progress
Topic 2B: Enter Overtime Work
Topic 2C: Edit Tasks
Topic 2D: Reschedule a Task
Topic 2E: Filter Tasks
Topic 2F: Set an Interim Plan
Topic 2G: Create a Custom Table
Topic 2H: Create a Custom Field
Lesson 3: Managing Project Costs
Topic 3A: Update Cost Rate Tables
Topic 3B: Group Costs
Topic 3C: Link Documents to a Project Plan
Lesson 4: Reporting Project Data Visually
Topic 4A: Create a Visual Report
Topic 4B: Customize a Visual Report
Topic 4C: Create a Visual Report Template
Lesson 5: Reusing Project Plan Information
Topic 5A: Create a Project Plan Template
Topic 5B: Create a Custom View
Topic 5C: Make Custom Views Available to Other Project Plans
Topic 5D: Share Resources
Topic 5E: Create a Master Project

Please note that prices are subject to change without notice.

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