







TRAINING

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Microsoft Office Training >

Microsoft Project Introduction

Hands-On Course 3702 • 3 Days

Attendee Rating





You Will Learn How To:

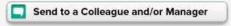
- Leverage Microsoft Project to plan and manage project schedules and
- Optimise plans and organise calendars
- Track progress and monitor variances between targets and actuals
- Assign resources to tasks and troubleshoot overallocation conflicts
- Create reports and dashboards to effectively share project data



Truly Hands-On Experience:

- · Creating project plans, tasks and milestones
- Constructing and changing dependencies
- Controlling project, task and resource calendars
- Setting baselines and tracking progress
- Managing resource availability and resolving overallocations
- Generating basic and dynamic reports
- Use of AdaptaLearn™ Exercises. PLUS access to Computing Sandbox™

About This Course: Microsoft Project provides a flexible and intuitive solution to help you gain control of your projects. In this course, you learn to effectively create a project plan, track progress, adjust resources and generate dynamic reports in a hands-on learning environment.



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Microsoft Project Introduction

Hands-On Course 3702 • 3 Days

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Course Content

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

· Defining work, material and cost resources

Managing Project Resources and Assignments

Creating and assigning resources

- Assigning resources to tasks
- 7 toolgrilling resources to tak



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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



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"MS Project is a perfect tool to track projects and manage resources. Thank you Learning Tree for the MS Project 2010 course that taught me the tools I needed to resolve an issue in my office...I will be returning for more courses!"

– M. O'Shea
 Regulatory Health Project Manager
 FDAExport Development Canada

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