

Microsoft Project 2007-2016

Level 1: Creating Projects

1 Day Course

Training at Your Office

\$ 325 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

HST is extra.

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COURSE DESCRIPTION

This course focuses on the core steps needed to set-up any basic project in Microsoft Project. Students learn the basics of traditional project management and how they're implemented in Project, and then create an entire small project from beginning to end. By the end of the course you will know how to plan out a project, print out or otherwise distribute schedules, Gantt charts, calendars, and reports to everyone involved, and track the impact of delays and other changes that happen once the project is underway.

Course Prerequisite: knowledge of basic Windows use, ability to use keyboard and mouse, and familiarity with Project Management concepts.

COURSE TOPICS

Overview of Project Management

- What is Project Management?
- Project Management Process
- What is Project?
- The Project Screen
- Creating a Project
- Saving, Opening and Closing a Project

Managing Tasks and Resources

- Adding and Deleting Tasks
- Sequencing Tasks
- Moving Tasks
- Creating Milestones
- Summary Tasks
- Setting Task Type and Date
- Constraints
- Creating Recurring Tasks

Managing Resources

- Creating a Resource List
- Assigning Resources to Tasks
- Adjusting Resources, Duration and Work Effort

Managing Calendars

- Creating a Base Calendar
- Using Resource Calendars
- Creating Calendars
- Defining Non-work days
- Task Linkages and Dependency
- Link Types

Costs and Printing

- Assigning Costs
- Rate-Based Costs
- Pre-use and Fixed Costs
- Viewing Costs
- Printing Reports
- Page Setup Options
- Printing Standard Reports
- Modifying a Report

Formatting Project Plans

- Viewing Tables
- Creating a Custom Table
- Creating Calculation Fields
- Viewing Filters
- Formatting Text
- Bar Styles
- Timescale

Tracking Project Plans

- Reviewing a Plan
- Determining the Critical Path
- Network Diagram
- Setting the Baseline
- Updating Tasks with Actual Results
- Rescheduling Uncompleted Tasks
- Comparing Actuals to Baseline



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Level 2: More Complex Situations

1 Day Course

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COURSE DESCRIPTION

Once you know how to create a project, you'll discover that there are many wrinkles that can occur. Sometimes your workers are shared across multiple projects. Sometimes you need to track industry or company-specific data that Project has never heard of. Inevitably people with special skills get over-assigned and can't do everything in your preferred time frame...and that's only the beginning. This course teaches you how to handle all the unusual constraints and requirements you may need to model beyond the basic set up of any project plan.

Course Prerequisite: Project Level 1 or equivalent knowledge.

COURSE TOPICS

Sharing Data and Hyperlinks

- Importing from Excel
- Exporting to Excel
- Copy Gantt Charts to Word, Excel, or PowerPoint
- Exporting PDF files
- Creating Hyperlinks

Multi-project Management

- Splitting a Project into Subprojects
- Saving Baselines for a Master Project
- Adding a Task to a Master Project
- Add Cross-Project Links
- Multiple Critical Paths
- Resource Sharing Across Projects

Resource Management

- Delay a Resource Assignment
- Modifying Resource Availability Over Time
- Resource Contouring
- Material Resources
- Multiple Cost Rate Tables
- Cost Accrual Options
- Using Overtime
- Apply Fixed Costs to Material Resources
- Leveling Resources

Tracking Results

- Comparing Baseline to Actual
- The Project Status Date
- Constraints

Task Management

- Compressing a Project Schedule
- Setting Task Priorities
- Identify and Manage Slack
- Manually Enter Costs