

Fundamentals of MS Project

Course Outline

1 Day Course

WHO SHOULD ATTEND?

Participants must be familiar with Windows Applications, and a basic understanding of MS Project or MS Excel is useful, but not mandatory. Anyone that is planning on using Microsoft Project should attend this training as it is not easy for someone to pick it up straight away.

PREQUALIFICATIONS

A Basic Windows and Microsoft Office application understanding is essential. Anyone that is planning on using Microsoft Project should attend this training as it is not easy to pick up straight away

OUTCOMES

This is an intensive course for people who wish to learn how to use Microsoft Project more effectively to enter, monitor and track project tasks and produces a detailed analysis of the assignment of resources to tasks. A detailed Learning Guide is provided for each participant in this hands-on course where participants work through real-life examples and scenarios.

OUTLINE INCLUDES

<p>CREATING A NEW PROJECT</p> <ul style="list-style-type: none"> • Creating a new Project • Setting specific options • Pitfalls in changing options • Adjusting the standard calendars • Creating a new calendar 	<p>RESOURCING A PROJECT</p> <ul style="list-style-type: none"> • Creating a resource pool • Entering materials • Assigning calendars • Adjusting resource information
<p>CREATING TASKS</p> <ul style="list-style-type: none"> • Reviewing the Project • Entering Tasks • Creating Summary Tasks • Moving about a sheet 	<p>ASSIGNING RESOURCES</p> <ul style="list-style-type: none"> • Assigning resources using task entry • Assigning part time resources • Contouring resource usage • Assigning work times •
<p>TASK DURATIONS</p> <ul style="list-style-type: none"> • Entering task durations • Displaying critical tasks • Checking Project status • Entering Milestones 	<p>RESOURCE LEVELLING</p> <ul style="list-style-type: none"> • Creating resource chaos • Tracking down over-allocations • Fixes
<p>CREATING RELATIONSHIPS</p> <ul style="list-style-type: none"> • Catching up with the Case Study • Creating relationships using link tool • Creating relationships using task entry • Task information for relationships • Keeping to schedule 	<p>CONSTRAINTS & DEADLINES</p> <ul style="list-style-type: none"> • Adding a Constraint • Reviewing our Project • Adding a constraint

