

MS PROJECT

Introduction to Project Planning

This course is for those who need an introduction or recap of how to use Microsoft Project for setting up the tasks and resources needed to produce an effective project plan. It provides an appreciation of concepts and terminology used in project management and introduces the delegates to tools and techniques for analysing project data and communicating the plan.

Course Content

MS Project Interface

- Gantt Chart
- Table of Entry

Project Objectives, Definitions and Settings

- Project Properties
- Project Defaults
- Summary Information
- Project Schedule
- Start and End Dates
- Project Calendar defaults

Project Tasks

- Creating, modifying, moving, copying and deleting tasks
- Task Notes
- Durations – units, elapsed
- Milestones
- Recurring Tasks

Summary Tasks and Project Phases

- Promoting and demoting tasks
- Project Stages

Task and Phase Relationships

- Linking / Unlinking
- Lead and Lag Times
- Four relationship types
- single and multi task relationships

The Critical Path

- Calculating the Critical Path
- Formatting Gantt Chart to display Critical Path

Standard Calendar

- Change Working Times

Project Views

- Gantt Chart
- Calendar
- Network Diagram

Resources

- Creating a Resource Pool
- Entering Resource Information
- Creating Resource Groups
- Assigning Resource to task
- Assigning multiple resources
- Resource Calendars
- Resource Costs – single use / hourly rates
- Resource Cost Table

Costs

- View the Cost Table
- Assign Fixed Cost to task

Filters

- Standard and custom filters

Constraints

- Task Constraints and Conflicts

Split Views

- Resource Forms
- Task Forms
- Working with split views

Scheduling Tasks with:

- Fixed Unit
- Fixed Work
- Fixed Duration

Printing, Views and Reports

- Page Set up for Gantt Chart Printing
- Standard Reports
- Printing reports and views