

Microsoft Project

This in-house practical course will enable delegates to produce high quality resource driven project plans and have a very clear understanding of the concepts of project management. Delegates will be better equipped to use Microsoft Project to its full potential within their organisation. The course will be delivered by an experienced project manager. This course can be provided in either 1-day or 2-day formats, depending on the depth required.

Course duration

Usually 2 days, can be tailored to 1 day depending on requirements.

Who should attend?

Anyone who has to use Microsoft Project to plan their work. It is suitable for those new to the tool as well as those who are already familiar with it but wish to improve their level of knowledge and confidence in using it in a practical and manageable way.

Course content

- **Project management concepts**
The course reviews project management concepts in broad terms to enable delegates to have a clear understanding of the functionality of Microsoft Project.
- **Terminology**
The terminology used in project management is clearly explained. The following are discussed: critical path analysis, free slack, total slack, scheduling methods, duration-work-units, milestones, task relationships, lead and lag times.
- **Software overview**
A review of the software to give delegates an overall view of the structure of Microsoft Project.
- **Create a timeline project**
A basic project plan is produced showing how to prepare a detailed sequence of events. This initial project will reinforce the topics covered in the terminology part of the course.
- **Resources**
The key to using Microsoft Project to its full potential is understanding the relationship between resources and work. Resources are introduced to the case study project and a detailed investigation is then made reviewing how these resources impact the project plan.
- **Create a resource driven project**
Delegates will now produce a project plan driven by the availability of the resources and the estimated work required.
- **Calendars**
A detailed review of both project and resource calendars shows how to maximise resource availability within your projects.
- **Project Consolidation**
Covers the concept of project consolidation where several projects are combined in one overall project.



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- **Sharing Resources**
 Covers the concept of one pool of resources being assigned to multiple projects.
- **Base planning and tracking**
 The ability to save a copy of your original project plan and to compare actual progress against this plan is a very strong feature of the software and this will be covered in detail.
- **Printing and reports**
 Covers printing, reporting and the customisation of reports.
- **Other Topics**
 Recurring tasks, task splitting, network diagram, customise the Gantt chart, sorting projects, customise toolbars, custom fields, create new views, create new tables, create new filters, create a corporate global file.

Pre-requisites

No previous experience of either project management or the software is assumed. Delegates should have hands on experience of the Windows operating environment.

Course style

The course is highly interactive.

Availability

This course is available as an in-house programme only and can be tailored to match the needs of your organisation. To discuss dates and venues please contact Provek.

