

Objectives This course gives an in-depth understanding of the techniques used in Microsoft Project. Calendars; Fields; Tasks; Scheduling; Resources; Costs; Tracking.

Prerequisites Some experience in using/creating a Project Plan would be beneficial.

Duration 1 day

The topics covered on the course are,

1 All about Calendars

- Base Calendars
- Resource Calendars
- Task Calendars
- Scheduling a Group of Resources
- How Calendars interact

2 All about Fields

- Overview of Fields
- Working with Custom Fields
- Adding Fields to a Table
- Using Fields in other Projects

3 Scheduling Tasks

- Project Settings and Scheduling
- Task Duration and Scheduling
- Task Dependencies and Scheduling
- Constraints and Scheduling

4 Scheduling Resources

- What is Work
- Making Resource Assignments
- Editing Resource Assignments
- Using Work Contours
- Resource Availability

5 Material Resources

- Defining Material Resources
- Assigning Material Resources
- Editing Assignments

6 All about Costing

- Set Rates for Resources
- Using the *Accrue at* setting
- Varying Rates for Resources
- Working Overtime
- Using Material Resources
- Using Cost Resources
- Adding Fixed Costs

7 Tracking a Project

- Baselines and Interim Plans
- Saving a Baseline
- Recording Progress
- Monitoring Progress
- Tracking Work
- Reassigning Work
- Rescheduling Work
- Saving an Interim Plan

8 Earned Value Analysis

- Earned Value Fields
- EVA Settings
- Using Physical Percentage Complete

9 Importing Task Information

- Importing from Excel
- Defining the Import Map
- Importing the Data