

Objectives

This course shows attendees how to create a basic Microsoft Project Plan. Entering and outlining tasks; Scheduling the plan; Customising the look; Printing options; Adding resources.

Prerequisites

Some experience using a modern PC system would be a benefit.

Duration

1 day

The topics covered on the course are,

1 Introduction

- Tour of the Screen
- The Ribbon
- Quick Access Toolbar
- Setting Options

2 Setting Public Holidays

- Defining Public Holidays
- Making the Holidays 'Global'

3 Project Management Concepts

- Key Questions
- The Project Lifecycle
- Outlining the Project

4 Starting a New Project

- Providing Basic Information
- Entering Tasks
- Creating an Outline
- Entering Durations
- The Task Information Box
- Expanding/Collapsing the Outline

5 Scheduling a Plan

- Scheduling with Dependencies
- Scheduling with Dates
- Using Date Constraints
- Introducing a Delay between Tasks
- Overlapping Tasks
- Splitting a Task

6 Customising Microsoft Project

- Customising Bar/Text Styles
- Customising Individual Entries
- Customising the Chart Layout
- Formatting Gridlines
- Altering the Timescale

7 Printing Options

- Using Print Preview
- Fitting to a Page
- Page Setup Options:
 - Margins
 - Header
 - Footer
 - Legend
- Printing a View

8 Critical Path Analysis

- Drawing a Precedence Network
- 'Slack' Defined
- Using the GANTT Chart Wizard
- Saving a Customised View

9 Working with Resources

- Defining Resources
- Adding Personal Holidays
- Assigning Resources to Tasks
- About Effort Driven Scheduling
- Resolving Resource Conflicts

10 Text Based Reports

- Using the Reports Gallery