

Objectives During the two half day sessions, attendees will be taken from fundamentals right through to competent user level.

Prerequisites Attendees should be comfortable using a modern PC system.

Duration 2 separate half day sessions

The topics covered on the course are,

1 Getting Started

- Controlling Microsoft Project
- Setting Options & Public Holidays

2 Project Management Concepts

- Project Lifecycle
- Outlining the Project

3 Starting a New Project

- Entering and Outlining Tasks
- Entering Durations
- Saving a Project Plan

4 Scheduling a Plan

- Scheduling with Dependencies
- Using Date Constraints
- Delaying / Overlapping Tasks

5 Customising Microsoft Project

- Customising Bar/Text Styles
- Customising Individual Entries

6 Printing Options

- Printing a View
- Using the Reports Gallery

7 Critical Path Analysis

- Precedence Network
- GANTT Chart Wizard

8 Working with Resources

- Defining Resources
- Assigning Resources to Tasks
- Resolving Resource Conflicts

9 Using Standard Views

- Changing to Different Views
- Using Tables/Filters/Groups

10 Designing Views

- Designing Views/Tables/Filters
- Using the Organiser

11 Resource Conflicts

- Tracking Down Conflicts
- Resolving Conflicts

12 More About Scheduling

- Calculating Work
- Fixed Units or Fixed Duration

13 Costs

- Using Material Resources
- Using Cost Resources
- Varying Rates over Time
- Varying Rates over Tasks
- Adding Fixed Costs to a Task

14 Monitoring the Plan

- Saving a Baseline
- Recording Progress on Schedule
- Recording Progress Manually
- Reviewing against the Baseline

15 Working with Multiple Projects

- Consolidating Existing Projects
- Using a Resource Pool
- Cross Project Links