



Microsoft Project - Basic (2 days)

Learning Outcomes

At the completion of this courseware participants will be able to:

- start Microsoft Project and work with it's key screen features
- use the help system in Microsoft Project 2003
- create a new project file
- understand the essentials of project management
- create tasks in a project file
- enter various durations for tasks in a project
- create relationships between tasks in a project
- create a resource pool for a project
- effectively use resource assignment in a project
- assign resources to tasks in a project
- print various aspects of a project.

Course Prerequisites

Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course.

Users should be familiar with using a keyboard and mouse.

Course Duration:

Two days: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and a Certificate of attendance.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Microsoft Project Basics

- Overview Of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- Working With Views
- Working With Combination Views
- Working With Tables
- Working With The Gantt Chart View
- Understanding Microsoft Project Menus
- Understanding Toolbars
- Working With Existing Project Files
- Exiting From Microsoft Project
- Microsoft Project Basics Quick Reference

Microsoft Project Help

- Printed Help Sources
- The Help Task Pane
- Browsing The Table of Contents
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying And Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant
- Microsoft Project Help Quick Reference

Creating A New Project

- New Project Overview
- Understanding Your Project
- Creating A New Project
- Saving A New Project File
- Setting Specific Options
- Pitfalls In Changing Options
- Adjusting The Standard Calendars
- Creating Public Holidays
- Creating A New Calendar
- Specifying Project Summary Information
- Specifying Project Information
- Creating A New Project Quick Reference

Project Management

- What Is A Project?
- Tasks And Resources
- The Importance Of Planning
- Steps In Project Management
- Project Management Tools
- Using A Computer
- The Advantages Of Microsoft Project



- The Disadvantages Of Microsoft Project
- Project Management Quick Reference

Creating Tasks

- Overview Of Creating Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks
- Creating Tasks Quick Reference

Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones
- Task Durations Quick Reference

Creating Relationships

- Overview Of Creating Relationships
- Catching Up With The Case Study
- Creating Relationships Using The Link Tool
- Creating Relationships Using Task Entry
- Using Task Information For Relationships
- Creating Relationships In A Sheet
- Keeping To Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time
- Creating Relationships Quick Reference

Resourcing A Project

- Overview Of Resourcing
- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display
- Resourcing A Project Quick Reference

Assignment Concepts

- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With Fixed Work Assignments
- Working With The Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing
- Assignment Concepts Quick Reference

Assigning Resources

- Overview Of Assigning Resources
- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources That You Don't Have
- Assigning Resources Quick Reference

Printing

- Overview Of Printing
- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Tasks
- Project Printing Quick Reference.