

Course Overview



Microsoft PROJECT

1 Day Course
Introduction

Course Description

This course is designed for those people who want to unlock the mysteries of Project. If you are a project manager or have to use project as part of your work then this introductory course covers how to design, implement and manage project plans.

Course Objectives

Upon completion of this course, you will be able to:

- ✗ Use Explain the main elements that make up the Project window
- ✗ Create a project calendar
- ✗ Update working and non working times
- ✗ Input global properties for a project into Project
- ✗ Create resource allocations and deal with over/under allocations
- ✗ Understand the critical path and how to shorten a project
- ✗ Use the different views in Project to analyse your project
- ✗ Create tasks and then create relationships for those tasks
- ✗ Adjust task relationships
- ✗ Split and set constraints for tasks
- ✗ Create resources for people and equipment
- ✗ Understand the scheduling formula
- ✗ Explain effort driven scheduling and task types
- ✗ Print off your project plan

Course contents

Getting started with Project

- Orientation to Project
- The toolbars
- The Calendar View
- The Gantt Chart View

Defining the project

- Project information entry
- The Project calendar
- The Default working day
- The Statistics window
- File properties

Tasks

- Entering tasks
- Entering task duration
- Estimating duration
- Milestones and phases
- Setting task priority
- Recurring tasks
- Inserting/deleting tasks
- Moving tasks

Task Linkages

- Creating a logical sequence
- Task Predecessor
- Task Resources
- Task Advanced
- Task Constraints
- Task Types
- Outlining a task
- Linkage types
- Relationship types
- Lag time
- Lead time

Course Overview



Project Introduction continued...

Resources

- *Entering resources*
- *Units*
- *Rates*
- *Assigning a resource to a task*
- *Assigning a resource calendar*
- *Removing a resource*
- *Replacing resources*
- *Removing a calendar*

Overallocations

- *The resource view*
- *Resource levelling*
- *The levelling Gantt view*
- *Decreasing work time*
- *Split tasks*
- *View slack*
- *Reassigning resources*
- *Increasing work hours*
- *Assign overtime to a task*
- *Resource contouring*

Shortening you Project

- *Setting the critical path*
- *The critical path view*
- *Filtering for critical tasks*
- *Ideas for shortening the project*

Printing Reports

- *Print Preview*
 - *Report generator*
 - *Project summary report*
 - *Print options*
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Who should attend?

All you need to be able to do to get the best of this course is to have a basic knowledge of computing, the use of the mouse and a little knowledge of Windows