MS Project Level 1

Who would benefit?

This course is an intensive introduction to MS Project and covers creating a project schedule, editing and organising tasks, assigning resources, and formatting and printing the Gantt chart.

Objective

To gain a detailed working knowledge of Microsoft Project and to be able to create, develop and track projects from start to finish including standard reporting. The workshop is trainer led with plenty of exercises/quizzes to re-enforce learning.

Content

- Getting Started with MS Project
  - The screen layout and toolbars
  - Understanding the Gantt Chart view
  - Navigating a project, zooming and changing the time line
  - Setting the project start date

- Using Calendars
  - Altering hours of work and setting non working times
  - Applying a different base calendar to the project

- Entering Tasks
  - Entering and amending tasks, recurring tasks and milestones
  - Creating and changing task relationships and entering lag/lead time
  - Using constraints v using deadline dates
  - Displaying the critical path
  - Understanding project stages and using summary tasks
  - Adding notes to tasks and attaching/linking documents

- Managing resource assignments
  - Creating and amending Work, Material and Cost resources
  - Allocating resources to tasks
  - Understanding the project scheduling engine and the impact of assigning multiple resources to tasks (effort driven scheduling)
  - Changing tasks to fixed duration
  - Assigning overtime work
  - Viewing resource overallocation

- Managing and tracking the project
  - Setting the baseline
  - Updating tasks and recording actuals
  - Viewing slippage

- Formatting and Printing
  - Formatting the Gantt chart
  - Setting page orientation and margins
  - Entering headers and footers
  - Printing
  - Using the screen capture toolbar button

Duration

One Day

Content may be adjusted on the day, depending on delegate interest/ability and software version