Microsoft Project Training
Microsoft Project Essentials

Who Should Do This Course?

This course is intended for people who wish to learn how to use Microsoft Project to manage a range of projects, from small to large scale. Upon successful completion of the course, students should be capable of using Project to deal with tasks and resources, and in particular be able to handle problem areas that often arise when using a computer to help manage projects.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion
• Training manual
• 12 months FREE email support
• FREE class re-sit (if necessary)

About The Course

This two day course introduces students to Microsoft Project. Participants will learn to manage a large range of projects, from small to large scale. It covers the important aspects of dealing with tasks, resources, costs, constraints and deadlines.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

• start Microsoft Project and identify how it works
• explain some of the key concepts associated with project management
• create a new project file in Microsoft Project
• enter tasks into a project file
• create relationships between tasks in a project
• add resources, including labour, materials, and equipment, to a project
• understand and use resource assignment calculations
• assign resources to tasks using a number of different methods
• use various techniques for levelling over allocation of resources
• assign material resources in a project
• assign and track costs within a project
• apply constraints and deadlines to tasks in a project
• track the progress of a project
• print various aspects of a project

Prerequisites

Participants need little or no knowledge of Microsoft Project, however it would be beneficial to have a general understanding of personal computers and the Windows operating system.

Content

Unit 1: Getting to Know Project

- How Project Works
- Starting Project in Windows 10
- Understanding the Project Start Screen
- The Project Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
- Exiting From Project

Unit 2: Project Management

- Tasks and Resources
- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

Unit 3: Creating A New Project

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information
- Entering File Properties

Unit 4: Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- Case Study Tasks
- Reviewing the Project
- Entering Tasks
- Creating Summary Tasks

- Assignment – Creating Summary Tasks
- Working in a Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

Unit 5: Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies in Task Entry
- Creating Dependencies in Task Information
- Creating Dependencies in a Sheet View
- Modifying a Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating a Task

Unit 6: Resourcing a Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

Unit 7: Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling

- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

Unit 8: Assigining Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

Unit 9: Resource Levelling

- Understanding Resource Levelling
- Creating Resource Problems
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments

- Rescheduling Tasks

Unit 10: Assigining Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding to a Material Assignment
- Checking Work for Materials

Unit 11: Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table

- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

Unit 12: Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline
- Moving a Project's Start Date

Unit 13: Project Tracking

- Creating a Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage

Unit 14: Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks

Unit 15: Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic
- Other Sources of Assistance