

Microsoft Project Essentials

2016-365



Overview:

This course is intended for people who wish to learn how to schedule projects using Microsoft Project. It covers all of the essential information required to create a reasonably complex project schedule. This course is intended for people who need to know how to manage projects using Microsoft Project.

Prerequisites:

Project Management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource; although no knowledge of MS Project is required.

Who should attend:

This practical hands-on course is designed for new users to Project.

Benefits:

Learn to master Microsoft Project to:

- manage projects of any size
- track resources and costs
- track project progress
- produce management reports

Learning Outcomes:

- Create a project plan in Microsoft Project
- Add tasks and set relationships
- Assign constraints
- Filter tasks
- Manage the project view
- Assign resources
- Assign costs
- Create Project reports



Version(s):



2013, 2016, 2019, 2021


Course times:

9:00am-4:30pm

Delivery Options

 Public Schedule  Live Online

 Group Training  In-house

 **Certificate upon Completion**
Non-accredited course



To book this course:

Call: **1300-2GO-CTS**

Web: www.ctstraining.com.au

Email: info@ctstraining.com.au



Content:

Learning Outcomes

- Plan a project using MS Project
- Link tasks effectively
- Work with time constraints
- Work with subtasks in an outline form
- Assign resources and their work schedules to tasks
- Resolve time and resource conflicts
- Effectively use the different views and reports available in MS Project
- Work with subtasks in an outline form

Starting a Project

- The Planning Process
- Defining Project Information
- Managing a Project
- Project Management Tools
- Starting Project
- Changing work Hours
- Add a Non-Working Day

Task Relationships

- Linking Tasks and Observing the Critical Path
- Modifying Task Relationships
- Constraints
- Critical Path
- Filtering Tasks
- Recurring Tasks
- Task Duration and Milestones

Outlining

- Organizing the Task List into an Outline
- Viewing Levels of Detail
- Using Drawing Tools
- Linking Summary Tasks
- Viewing Outline Codes
- Collapse and Expand an Outline

Adding and Assigning Resources

- Create and Assign Base Calendars
- Entering and Assigning Resources
- Working with Project Costs
- Create and Assign Resources
- Assigning Resources to Groups

Displaying Project Data

- Exploring Views
- Generating Project Reports
- Creating a Report
- CrossTab Reports
- Setting Page Setup Options

Viewing and Filtering Data

- Working with Views
- Changing Views
- Using a Combination View
- Formatting the Timescale
- Customising a View
- Filtering Project Data
- Creating Custom Filters
- Using the Organiser

Setting the Plan

- Creating a Baseline Plan
- Working Baselines
- Baseline Tables
- Previewing a Baseline Report
- Clearing a Baseline

Tracking Project Progress

- Modifying the Environment for Tracking
- Entering Data For Completed Tasks
- Entering Data for Tasks in Progress
- Updating a Task on Schedule
- Viewing Slippage
- Entering % Complete
- Applying Progress Lines

Adjusting the Schedule

- Adjusting Schedule for Future Tasks
- Setting and Displaying an Interim Plan
- Finalising the Project
- Marking Tasks Complete
- Correcting Actual Data
- Analysing Final Data
- Using Final Data in New Projects
- Copy Task Names To a New Project

Additional Resource Considerations

- Working-Hour Considerations
- Customising Resource Reports

Customising the Microsoft Project Environment

- Working with Views
- Working with Global Settings
- Using the Options Dialog Box

