

## Introduction, 2 Days

### Course Description

The main objective of this course is to introduce students to the basic commands, functions, and capabilities of Microsoft Project. It is designed for computer users who are already familiar with project management, and want to learn how to use project management software.

### Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with Project is necessary.

### Topics Covered

#### Overview of Project Management

What is Project Management?  
Project Management Process  
What is Project?  
The Project Screen  
Creating a Project  
Saving, Opening and Closing a Project

#### Managing Tasks and Resources

Adding and Deleting Tasks  
Sequencing Tasks  
Moving Tasks  
Creating Milestones  
Summary Tasks  
Setting Task Type and Date Constraints  
Creating Recurring Tasks

#### Managing Resources

Creating a Resource List  
Assigning Resources to Tasks  
Adjusting Resources, Duration and Work Effort

#### Managing Calendars

Creating a Base Calendar  
Using Resource Calendars  
Creating Calendars  
Defining Non-work days  
Task Linkages and Dependency Link Types

#### Costs and Printing

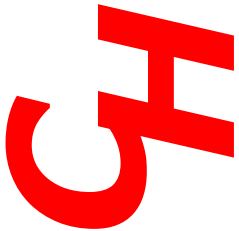
Assigning Costs  
Rate-Based Costs  
Pre-use and Fixed Costs  
Viewing Costs  
Printing Reports  
Page Setup Options  
Printing Standard Reports  
Modifying a Report

#### Formatting Project Plans

Viewing Tables  
Creating a Custom Table  
Creating Calculation Fields  
Viewing Filters  
Formatting Text  
Bar Styles  
Timescale

#### Tracking Project Plans

Reviewing a Plan  
Determining the Critical Path  
Network Diagram  
Setting the Baseline  
Updating Tasks with Actual Results  
Rescheduling Uncompleted Tasks  
Comparing Actuals to Baseline



## Intermediate, 2 Days

### Course Description

This course continues from the previous level and will demonstrate some of the advanced functions you can use with projects. You will also be introduced to Project Central, the system that allows you to share the project information with other people over a network.

### Prerequisites

Project Introduction or equivalent knowledge.

### Topics Covered

#### Introduction

- Objectives
- Customizing a project plan
- Create/apply custom outline codes
- Create a custom grouping
- Create custom box style in network diagram
- Use drawing tools
- Setting options
- Default folder options & autosave
- Set accessibility and user options
- Set options in the Tools/Options
- Customize the global template file
- Summary
- Questions and review

#### Web Functions and Sharing Data

- Objectives
- Sharing data
- Importing from Excel
- Copy Gantt chart to Word or Excel
- Export to Excel

#### Multi-project Management

- Objectives
- Set baselines for a master project
- Add a task to a master project
- Add cross-project links
- Insert multiple projects to a master project
- Share info with other projects
- View multiple critical paths in consol report

- Calculate inserted projects as summary task
- Share formatting elements with other projects
- Summary
- Questions and review

#### Cost Management and Tracking Results

- Objectives
- Cost Management
- Create and use multiple rate tables
- Select cost accrual options
- Use overtime and cost
- Apply fixed costs to a material resource
- Calculate cost of work performed (earned value analysis)
- Tracking Project Results
- Manually enter actual costs
- Enter the project status date
- Set options to honour constraint dates
- Update remaining work or duration
- Apply fixed or variable work to material assignment
- Summary
- Questions and review

#### Resource and Task Management

- Objectives
- Resource Management
- Delay a resource assignment
- Change resource availability over time
- Update/refresh the resource pool
- Review resource allocation
- Create and share a Resource pool
- Determine the controlling resource for a task
- Task Management
- Compress the overall duration of a project schedule
- Use levelling options
- Set task priorities
- Identify and manage slack
- Assess the effect of a deadline date upon slack time
- Summary
- Questions and review