

Project Introduction

2 Days (9am to 4pm)

Course Description

This course focuses on the core steps needed to set-up any basic project in Microsoft Project. Students learn the basics of traditional project management and how they're implemented in Project, and then create an entire small project from beginning to end. By the end of the course you will know how to plan out a project, print out or otherwise distribute schedules, Gantt charts, calendars, and reports to everyone involved, and track the impact of delays and other changes that happen once the project is underway.

Course Prerequisite: Knowledge of basic Windows use, ability to use keyboard and mouse, and familiarity with Project Management concepts.

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

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development
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Classroom Locations: Toronto, North York, Mississauga, Newmarket



Project Intermediate

2 Days (9am to 4pm)

Course Description

Once you know how to create a project, you'll discover that there are many wrinkles that can occur. Sometimes your workers are shared across multiple projects. Sometimes you need to track industry- or company-specific data that Project has never heard of. Inevitably people with special skills get over-assigned and can't do everything in your preferred time frame...and these are only the beginning. This course teaches you how to handle all the unusual constraints and requirements you may need to model beyond the basic set up of any project plan.

Course Prerequisite: Project Introduction.

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
 Sharing with Project 98
 Web functions
 Hyperlinks
 Copy picture & save as web page
 Publish info on web
 Summary
 Questions and review

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

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