

MICROSOFT PROJECT – CREATING EFFECTIVE PROJECTS

Course Code: PJ

Duration:

2 days

Introduction:

This course provides a comprehensive introduction to Microsoft Project and gives participants the skills necessary to develop, implement and manage a project plan. The course consists of formal instruction with plenty of opportunity for 'hands-on' practice, there is also time allowed to cover specific areas of interest for the participants.

At Course Completion:

After completing this course, students will be able to:

- Discuss basic project management concepts and principles; identify project view options, interface components, and Gantt chart elements.
- Create a task list, using both manual and automatic scheduling modes; set durations; modify a task list; establish a Work Breakdown Structure; hide columns; set milestones; and format the Sheet pane and the Gantt chart.
- Link tasks to establish a project schedule; modify task predecessors; set lag time and lead time; add recurring tasks; work in Network Diagram view; modify task relationships; and set task constraints.
- Set a base calendar and edit the working time; create a resource pool and a resource calendar; assign resources to tasks; create and apply a task calendar; enter resource costs; and use the Cost table.
- Work in Calendar view and Resource Form view; add tasks to the Timeline view, work with tables and create tables.
- Display the critical path and slack; edit effort-driven schedules to fine-tune a project; and resolve resource conflicts by applying both automatic and manual resource levelling.
- Set baselines; manage a project and enter task progress.
- Apply and create project reports.

Prerequisites:

Students should be comfortable in a Windows environment, opening, saving and closing files.

COURSE CONTENT:

Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project 2016 Environment

Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

Creating and Organising Tasks

- Add Tasks to a Project Plan
- Import Tasks From Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Finalising a Project Plan

- Optimise a Project Plan
- Set a Baseline
- Share a Project Plan

Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyse a Project Plan

Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline
- Reporting on Progress
- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Customising the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans