

Project Introduction

Course Duration

1 Day

Objectives & Expected Outcomes

Plan and create a project using Microsoft Project
Enter and edit project tasks
Enter milestones
Constrain tasks
Understand dependencies
Assign resources
Save a baseline
Track project progress
Sort and filter project data
Print

Pre-Requisites

The delegate should be familiar with using a mouse, and working in the Windows environment.

Subjects

Project Management Concepts

Project Definition | Overview of Project Management and Project Methodologies

Getting Started with Microsoft Project

Starting Project | Project Screen Features | Using a Template to Create a File | Starting a New Project: The File Properties Dialogue Box; The Project Information Dialogue Box; Setting Options; Change | Working Time; Outlining & Work Breakdown Structure | Saving and Closing a Project File

Tasks

Inserting, Moving, Deleting, Copying | Durations | Task Information Form | Creating a Summary Task | Milestones & Constraining Tasks

Understanding Dependencies

Understanding what a Critical Path is | Gantt Chart View & Gantt Chart Wizard | Types of Dependency & Editing links | Trace Task Paths

An Overview of Resources

Types of Resources | Setting up Resource list | Assigning Resources

Managing Changes and Project Tracking

Baselining the Plan | Tracking Project Progress | Rescheduling Outstanding Work & Splitting Tasks | Updating the Schedule with Actual Information | Comparing Planned to Actual

Sorting & Filtering

Sorting | Filtering | Grouping

Printing

Printing the Gantt Chart View | Formatting Headers, Footers and Legends | The Print Dialogue Box | Printing Reports | Printing Task Notes with Gantt Charts
