MS PROJECT – Level 1

Computer Smart
TRAINING CENTRE

This two day course introduces you to the Project environment. Day one has you learning the fundamentals of Project and how to set up projects and tasks, assign task relationships and enter resources. When changes to tasks occur, you will be able to modify and fine-tune the project.

Day two will see you extend on these new skills and be able to exercise greater cost and management control over your projects, enabling you to work on projects, avoid scheduling conflicts, exchange project data with other users and customise reports, etc. You will also learn how to track the project, displaying data in a variety of forms and charts.

Day One:

Microsoft Project Basics:
- Overview Of Ms Project
- Starting Ms Project
- The Microsoft Project Screen
- Working With Views
- Working With Combination Views
- Working With Tables
- Working With The Gant Chart View
- Understanding MS Project Menu's
- Understanding MS Project Toolbars
- Working With Existing Project Files

Creating A New Project:
- New Project Overview
- Creating A New Project
- Setting Specific Options
- Pitfalls In Changing Options
- Specifying Project Summary Information
- Specifying Project Information

Project Management:
- What Is A Project?
- Steps In Project Management
- Project Management Tools
- The Advantages / Disadvantages Of Project

Creating Tasks:
- Overview Of Creating Tasks
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks

Task Durations:
- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

Creating Relationships:
- Overview Of Creating Relationships
- Creating Relationships
- Keeping To Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time

Resorcing A Project:
- Overview Of Resorcing
- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

Assigning Concepts:
- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With The Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing

Project Monitoring:
- Overview Of Project Monitoring
- Creating A Baseline

Printing:
- Overview Of Printing
- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Task

Day 2:

Resource Levelling:

- Resource Levelling Overview
- Creating Resource Chaos
- Tracking Down Over Allocations
- Fix 1: Changing Work Effort
- Fix 2: Assigning Overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching Work Assignments
- Fix 5: Rescheduling Tasks

Assigning Materials:

- Overview Of Assigning Materials
- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Assigning Variable Usage Materials
- Adding To A Material Assignment

Costs:

- Costing Overview
- Reviewing The Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Using Multiple Cost Tables
- Changing Resources Rates During A Project
- Viewing Costs

Constraints & Deadlines:

- Overview Of Constraints & Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time To Resolve Conflicts
- Creating A Deadline

Baseline Tracking Progress:

- Getting Project To Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On Gantt Chart
- Using Elapsed Time To Resolve Conflicts
- Creating A Deadline

Reports:

- Overview
- Printing Report
- Creating Custom Reports