



# Ms Project Introduction

*Duration - Two Days*

PRE-REQUISITES & OBJECTIVES

*This course has been designed for users who are new to project management software. By the end of the course, participants will be able to create and manage projects quickly and easily using Microsoft Project's powerful and user-friendly features.*

## *Main Features of the Course Include:*

### PROJECT MANAGEMENT BASICS

- ♦ What is a Project? ♦ Project Management Terminology ♦ The Gantt Chart ♦
- ♦ The Pert Chart ♦ The Critical Path ♦ Project Planning ♦

### MICROSOFT PROJECT BASICS

- ♦ Setting up Project ♦ The Opening Screen ♦ Toolbars ♦ The Gantt Chart View ♦
- ♦ Phases and sub-Tasks ♦ The Timescale ♦ Understanding Task Constraints ♦ Attaching Forms ♦
- ♦ Other Views ♦ What is a Filter ♦ Applying Filters ♦

### SETTING UP A NEW PROJECT

- ♦ Starting a New Project ♦ Entering Summary Information ♦
- ♦ Setting up Working Time (Base Calendars) ♦ Changing Defaults ♦

### CREATING TASKS

- Entering Tasks ♦ Milestones ♦ Recurring Tasks ♦
- ♦ Creating Summary Tasks - Work Breakdown Structure ♦
- ♦ Entering Task Durations ♦ Creating Task Dependencies - Linking Tasks ♦
- ♦ Using Lead & Lag Time ♦ Understanding Elapsed Time ♦

### RESOURCES & CALENDARS

- ♦ Creating Resources ♦ Assigning Resources in Gantt Chart View ♦
- ♦ Viewing Resources ♦ Base Calendars ♦ Using Resource Calendars ♦

### SCHEDULING & MANAGING WORKLOADS

- ♦ Resource Driven Scheduling ♦ Fixed Duration Scheduling ♦ Working with Multiple Resources ♦
- ♦ Resolving Resource Conflicts manually and automatically ♦ Setting the Baseline ♦

### CONTROLLING THE PROJECT

- ♦ Working with Costs - Adjusting, Budgeting ♦
- ♦ Task Constraints - Applying & Dealing with Conflicts ♦ Working with the Critical Path ♦
- ♦ Tracking Progress ♦ Working from Timesheets ♦ Using the Schedule and Work Forms ♦

### MULTIPLE PROJECTS

- ♦ Using a Resource Pool ♦ Sharing a Resource Pool ♦
- ♦ Working with Sub-Projects ♦ Consolidating Projects ♦

### PRINTING & REPORTING

- ♦ Communicating Progress ♦ Previewing & Printing the Gantt Chart ♦
- ♦ Using Page Setup ♦ Adding Headers & Footers ♦ Controlling the number of Pages ♦
- ♦ Previewing & Printing Reports ♦ Customising Reports ♦