

Microsoft Project Introduction

Course Objectives:

Introduction to Project Management

- What is a Project?
- What is Project Management?
- Project Objectives
- Why Plan?
- The Project Lifecycle

Getting Started

- Starting MS Project; Getting Help

Creating a Project

- Starting a new Project
- Menus
- Opening an existing Project File
- Inserting a Task
- Inserting a Group of Tasks
- Cutting and Pasting
- Editing Text
- Task Notes
- Using and Accessing a Project's supporting documentation
- Saving the Project

Project Constraints

- Entering date Constraints
- Lead and Lag times

Task Relationships/Dependencies

- Entering Task Relationships
- Considering different relationships
- Editing and deleting relationships
- Monitoring relationships
- Outlining
- Milestones
- Recurring tasks

Networks

- Gantt Charts
- Precedence Networks (PERT charts)
- Critical Path Analysis

Managing the Project

- The Project Information Dialogue Box
- The File Properties Dialogue Box

Defining and Assigning Resources

- Resource Allocation
- Using a Resource Pool
- Using Resources and Assigning Tasks via Outlook/GroupWise
- Resource costs
- Using Resource Information
- Resource Scheduling and Leveling

Amending the Working Day

- Changing the working hours
- Base Calendars
- Resource Calendars

Printing Charts

- Controlling Multiple Pages
- Page Height and Width
- Formatting Headers
- Footers and Legends
- The Print Dialogue Box
- The Reports Gallery
- Milestone Reports
- Task Reports
- Printing Task Notes
- Printing Task Notes on Reports.

Timescales

- Using the zoom button options
- Using the zoom options within View
- Formatting timescales for specific needs
- Formatting the gridlines

An Introduction to Tracking the Project

- Saving with a Baseline
- Task Completion
- The Tracking Gantt Chart

An Introduction to Multiple Projects

- Join together two or more phases or projects

Personal Development

- Create a project involving your workplace
- Get it started under supervision
- Develop it before returning for the Intermediate/Advanced course