

## **MICROSOFT PROJECT (MSP)**

**Duration** 2 days  
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### **DESCRIPTION**

This course is intended as a comprehensive overview of the charts and facilities available within Microsoft Project. It provides guidance through the stages of setting up a project within MS Project and allows users to avoid many of the problems and pit-falls encountered by self-taught users. MS Project is a sophisticated product. This course will enable the user to get the best out of the package, both in planning and in controlling projects.

Extensive use of hands-on exercises gives attendees clear understanding of MS Project features at every stage. Approximately 75% of the course time will be spent using the package.

### **COURSE OUTLINE**

#### **Chapter 1 A Quick Tour, Preferences and Settings**

A Quick View Of The New Features Of Microsoft Project  
The "Microsoft Project Map"  
The "Office Assistant" and the New "View Bar"  
Setting Up A New Project, Project Information  
The Project Properties Screens  
Project Files And Templates  
Timescale and Calendar Settings

#### ***Exercise 1***

#### **Chapter 2 Initiating A Project**

Defining The Project Goal  
Specifying The Project Structure, Using Work Breakdown Structures  
Work Breakdown Numbering Schemes  
Expanding / Collapsing Outline Levels  
Defining Tasks and Task Durations, Creating Milestones  
Linking Tasks And Checking The PERT View. Leads and Lags  
Modifying and Manipulating The Pert Chart View  
Displaying The Critical Path On Both PERT and GANTT Views  
Using The GANTT Chart Wizard To Customise The View

#### ***Exercise 2***

**Chapter 3**    **Establishing The Project Schedule**  
Estimating, Methods.  
Assigning Resources. Duration And Work  
The relationship between Resource Unit, Duration and Work  
Effort Driven or Resource Driven Scheduling  
Dealing With Overloads. Resource Levelling. Splitting Tasks  
Resource Calendars For Individuals and Groups  
Establishing Project Costs. Resource Rates. Rate Tables  
Summarising Total Project Costs  
Dealing With Fixed Costs  
Scheduling Forwards or Scheduling Backwards From A Finish Date

***Exercise 3***

**Chapter 4**    **Tracking And Controlling The Project**  
Saving The Baseline Plan For Future Reference  
Entering Task Progress Data  
Analysing Project Progress Information  
Identifying Variations Between The Plan And Actual Data  
Publish Project Status Reports Using Standard And Custom Formats  
Macros, Templates and Custom Features  
Handling Multiple Projects  
Consolidation Of Multiple Projects  
Using A Common Resource Pool

***Exercise 4***

**Chapter 5**    **Integrating MS Project With Other Applications**  
Merging Project Data Into Text Reports  
Link Project Information With Spreadsheets  
Prepare Automated Management Briefings  
Link Project Activity With Workgroups And Networks  
Integrating With The Organisation  
Web-Based Workgroup Features

***Exercise 5***

**Chapter 6**    **Course Evaluation and Review**