

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**