



MICROSOFT PROJECT - INTRODUCTION

Course Duration: 2 Days

1. Introducing Project Management

- What Is A Project?
- What Is Project Management?
- Project Management Phases
- The Role of the Project Manager
- Management Model
- The Project Triangle
- Advantages Of Using Ms Project

2. Checklist when using Microsoft Project

- Preliminaries
- Planning
- Managing the Project

3. The Basics of Project

- Starting & Editing
- Opening/Saving/Closing Files
- Exploring The Ms Project Window
- Gantt Chart View
- Other Views
- Printing

4. Setting up a New Project

- Providing Summary Information
- Selecting Environment Options
- Defining A Calendar

5. Creating a Task List

- Entering/editing tasks
- Entering Durations
- Formatting Timescales
- Outlining
- Printing a task list

6. Task Scheduling

- Constraints
- Linking/dependencies
- Deadlines

7. Network Diagram

- Understanding Network Diagram View
- Zooming, Scrolling & Selecting
- Outlining Symbols
- Editing Within Network Diagram View

8. Defining Resources and Cost

- The Ms Project Approach
- Understanding Definitions
- Resource Calendars

9. Assigning Resources to Tasks

- Resource Assignment Fields
- Resource Driven/Fixed Duration
- Overtime Work
- Alternate Resource Views
- Grouping Tasks and Resources

10. Auditing the Task Schedule

- The Overall Picture
- Filtering Tasks And/Or Resources

11. Resolving Inconsistencies

- Conflicts By Constraint
- The Critical Path
- Over-Allocations

12. Managing the Project

- Setting The Baseline
- Tracking Actuals
- The Revised Schedule

13. Summary