

# Microsoft Project Introduction

## OBJECTIVES

Aimed at users who want to plan, create and administer a project. They will also learn about the project baseline and how to use the tracking tools to monitor the project.

**Duration:** 2 Days

1. **INTRODUCING PROJECT MANAGEMENT**
  - What Is a Project?
  - Project Management Phases
  - The Role of the Project Manager
  - Management Model
  - The Project Triangle
  - Advantages Of Using Ms Project
2. **CHECKLIST WHEN USING PROJECT**
  - Preliminaries/Planning
  - Managing the Project
3. **BASICS OF PROJECT**
  - 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
  - Task Scheduling
  - Constraints
  - Linking/dependencies
  - Deadlines
6. **NETWORK DIAGRAM**
  - Understanding Network Diagram View
  - Zooming, Scrolling & Selecting
  - Outlining Symbols
  - Editing Within Network Diagram View
7. **DEFINE RESOURCES AND COST**
  - The Ms Project Approach
  - Understanding Definitions
  - Resource Calendars
8. **ASSIGN RESOURCES TO TASKS**
  - Resource Assignment Fields
  - Resource Driven/Fixed Duration
  - Overtime Work
  - Alternate Resource Views
  - Grouping Tasks and Resources
9. **AUDIT THE TASK SCHEDULE**
  - The Overall Picture
  - Filtering Tasks and/or Resources
10. **RESOLVE INCONSISTENCIES**
  - Conflicts By Constraint
  - The Critical Path
  - Over-Allocations
11. **MANAGE THE PROJECT**
  - Setting The Baseline
  - Tracking Actuals
  - The Revised Schedule