MICROSOFT PROJECT
LEVEL 1

DURATION: 1 DAY

COURSE DESCRIPTION

This 1-day, instructor-led course is aimed at beginners who need to learn Microsoft Project so they can deliver projects on track, on time and within budget.
Live face-to-face instructor - still the best way to learn!

You will start with basic concepts, before proceeding through all the functions required to effectively plan and manage small to medium-size projects. These include scheduling tasks, allocating resources, tracking costs and reporting.

LEARNING OBJECTIVES

- Navigate and understand the important features of the Microsoft Project environment
- Create a new project schedule from scratch
- Understand and work with task types, scheduling options, and task constraints
- Work with resources, including scheduling and assignment
- Manage the project schedule in accordance with the critical path and project baseline
- Print project views, dashboards, and various other kinds of reports

DETAILED COURSE OUTLINE

FUNDAMENTALS

- Creating a new, blank project
- Setting default options
- Setting new tasks to be Auto Scheduled by default
- Exploring the Project environment
- Project management basics
- The Project interface
- Opening a Project file
- Scrolling the Gantt chart to a selected task
- Project schedule views
- The Task Sheet
- The Resource Sheet
- The Network Diagram

STARTING A NEW PROJECT SCHEDULE

- Using Project Templates
- About calendars
- Creating a new base calendar and adding holidays
- Copying a base calendar to the Global Template
- Setting up the initial workflow for a new project
- Entering and promoting a summary task
- Tasks and their duration
- Entering a standard task
- Entering milestones
- Task management
- Moving/Deleting/Inserting Tasks
- Inserting a recurring task
- Linked tasks
- Deleting or modifying task dependencies
- The timescale and timeline
- Changing the timescale
- Displaying and configuring the timeline

WORKING WITH TASKS

- About task types
- The scheduling engine
- Effort-driven scheduling
- Task-type behavior
- Changing the task type
- Understanding lag time
- Understanding lead time
- Setting lag time and lead time
- Understanding task constraints
- Setting a task constraint

WORKING WITH RESOURCES

- Understanding resource types
- Work resources
- Material resources
- Cost resources
- Entering resources
- About resource calendars
- Creating, modifying, and applying a resource calendar
- Resource vacation or leave time
- Other resource views
- Displaying Resource Usage view
- Displaying Team Planner view

MANAGING THE PROJECT SCHEDULE

- Understanding the critical path
- Displaying the critical path
- Understanding the project baseline
- Setting the project baseline
- About the tracking Gantt chart
- Displaying Tracking Gantt view
- About updating tasks
- Updating tasks in Tracking Gantt view
- Updating a task's start date and/or finish date
- Splitting a task in Tracking Gantt view
- Inactivating a task in Tracking Gantt view

PRINTING REPORTS

- Views and dashboards
- About reports
- Printing Tracking Gantt view
- About dashboard reports
- Creating and printing a dashboard report
- Other reports
- Creating and printing a Resource report
- Creating and printing a Costs report
- Creating and printing an In Progress report