

Project Intro/Intermediate

PROJECT INTRO / INTER TRAINING COURSE OUTLINE

Course Content: This course will teach the fundamentals of Microsoft Project, covering how to set up a Project, manipulate Tasks, Calendars and Resources. You will learn how to use many views in Project such the Gantt Chart view and work with other elements such as Tasks, Work & Durations. This course will teach you how to track your progress and review schedules and budgets.

Course Objective: After the course, you will understand how to create a Project Plan, you will understand what a task is, how to summarize and plan your project and how to use the Gantt chart to display project information. You will be able to manage resources and budgets and track your project as it progresses.

Pre-requisites: No prior knowledge of Microsoft Project is required however this course requires basic IT skills and navigation techniques.

FIRST STEPS USING MS PROJECT

- What is Microsoft Project?
- The opening Project screen

USING MS PROJECT

- The Project screen
- The ribbon
- Closing Microsoft Project
- Opening an existing Project document
- Changing Project views

SETTING UP A PROJECT

- Editing your Project file properties
- Inputting start and finish dates
- Selecting a Project calendar type
- Making a new calendar
- Applying a customised calendar
- Setting up currency within Microsoft Project

TASKS, NOTES & MILESTONES

- What are tasks?
- Entering tasks
- Entering subtasks
- Entering task durations
- Creating a summary task
- Recurring tasks
- Task notes
- Milestones

MANIPULATING TASKS & CONSTRAINTS

- What are constraints?
- Deleting tasks
- Moving tasks

DEPENDENCIES

- What are dependencies?
- Finish-to-start (fs) dependencies
- Start-to-start (ss) dependencies
- Start-to-finish (sf) dependencies

RESOURCES

- What are resources?
- Creating a resource list
- Working time
- Resource notes
- Assigning resources
- Views & split windows

WHAT ARE MICROSOFT PROJECT VIEWS?

- Gantt chart view
- Calendar view
- Network diagram view
- Task usage view
- Resource graph view
- Resource sheet view



- Splitting the window

TRACKING PROGRESS

- Set Baselines
- What is a Baseline
- How to Set a Baseline
- Mark Task Progress
- Update Tasks

PRINTING & REPORTS

- Viewing and printing reports
- Using print preview
- Page setup
- Reports