

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: The aim of this comprehensive one day course is to provide a new user or a user with little experience of Microsoft Project the confidence to create a new project. You will create a new calendar, generate phases, apply costs, allocate resources and then track the project. You will also learn how to export information and generate reports.

Course Objectives

- **Identify the role of Microsoft Project software**
- **Examine the Microsoft Project screen elements**
- **Create Project Calendars**
- **Set up a new project with tasks and durations**
- **Create Summary tasks**
- **Compare the Task Dependency Types**
- **Link and unlink tasks**
- **Apply constraints**
- **Understand and show the Critical Path**
- **Change appearance of the Gantt Chart**
- **Enter Fixed Costs**
- **Input and Assign Resources**
- **Resolve Resource Allocation problems**
- **Track the Project**
- **Set up Gantt chart for printing**
- **Examine Reports**
- **Create a Template**
- **Filter Information**
- **Export information to Excel and publish to a PDF**

Explanation / Example

- Define a project and how Project can help with planning
- Use an existing project - tour Project, create timelines, change fonts/colours
- Create working times for the project
- Enter tasks and how long you think they will take
- Break the project into phases eg: Planning phase, Building phase
- How one task depends on another eg: task must finish before next task starts
- Methods to link and unlink tasks
- Constrain a task for example; demolition can't start before 1st Sept
- Turn on the critical path – show tasks that if delayed will affect project finish
- Set your own fonts, styles and colours, trace task paths
- Allocate planned costs to tasks
- Assign people to do the tasks
- Identify when you've asked someone to do two things at the same time
- Save the plan and track what actually happened – compare to the plan
- Adjust print settings to print/export meaningful information
- Generate reports from Project eg: tasks running late, completed tasks to date
- Create a master project with all the settings used on a regular basis
- Filter to show only the information you would like to see / print
- Send information to Excel and publish as a PDF (portable document format)