

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)