

MICROSOFT PROJECT

INTRODUCTION/INTERMEDIATE

COURSE LENGTH – 2 DAYS

PRE-REQUISITES:

A good understanding of Windows based applications.

Course Objectives:

Understand the essential skills of using Microsoft Project to create and manage a project plan.

TOPICS:

Project Management Concepts

- What is a Project
- Phases of a Project
- Work Breakdown Structure
- Critical Path Method

Create A Project

- Enter the Start/Finish Date
- Set Up The Calendar
- Enter Tasks and Resources
- Move between different Views
- Move through a Project
- Save a Project

Tasks

- Entering / Editing / Inserting / Deleting
- Task Durations
- Outlining / Sequencing Tasks
- Linking / Unlinking Tasks
- Creating Leads and Lags
- Date Constraints and Deadlines
- Adding Notes to Tasks
- Task Types

Resources

- Entering Resource Information
- Assign Resources to Tasks

Costs

- Resource Costs (Work and Material)
- Fixed Costs
- Viewing Task / Project Costs

Views & Tables

- Use and move between the most common Views
- View different tables

Baseline

- Save and View a Baseline

Track A Project

- Update your project plan
- Using the Tracking Toolbar
- Viewing the Tracking Table

Printing

- Print Preview
- Set up a Project to Print

Reports

- View and Print Project's Reports

Sorting, Grouping and Filtering

- Sort the fields in a Table
- Group Tasks and Resources
- Use the Filter features

Working With Multiple Projects

- Create a master project
- Insert a Sub Project
- Link tasks between projects

Share Resources

- Create a Resource Pool

DJL Training

33 Lightwater Meadow, Lightwater, Surrey GU18 5XH

info@djltraining.co.uk / 01276 474982