

Project Introduction / Intermediate – 2 days



Course Objectives

Learn the essential skills of using Microsoft Project to plan and manage project schedules. By the end of this course, students will be able to create new projects, adjust existing projects, create baselines and use the features of Microsoft Project to track the progress of their projects.

Prerequisites

This course assumes that you have gained good basic understanding of Windows applications and project management techniques.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics

Getting to Know Project

- How Project 2016 Works
- Understanding the Project Start Screen
- The Project 2016 Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Working With the QAT
- Working With Project Files

Project Management

- Tasks and Resources
- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

Creating a New Project

- Steps In Creating A Project
- Understanding Your Project
- Creating A New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying The Standard Calendar
- Entering Public Holidays
- Creating A New Resource Calendar
- Creating A New Task Calendar
- Setting Up Project Information
- Entering File Properties

Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- Our Case Study Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Working In A Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning A Calendar To A Task

Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies In Task Entry
- Creating Dependencies In Task Information
- Creating Dependencies In A Sheet View
- Fine Tuning A Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path And Project Slack
- Viewing The Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating A Task

Resourcing a Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

Resourcing Concepts

- Resource Assignment Calculations
- Task Types And Work Effort
- Creating A Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More Of The Same Resource
- More Resources In Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times For Multiple Assignments
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

Resource Levelling

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Fix 1 - Changing Work Effort
- Understanding Overtime
- Fix 2 - Assigning Overtime
- Fix 3 - Hiring Contract Labour
- Fix 4 - Switching Work Assignments
- Fix 5 - Rescheduling Tasks

Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding to a Material Assignment
- Checking Work for Materials

Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying A Different Cost Table
- Changing Rates During A Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline

Project Tracking

- Creating a Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage

Controlling Project Data

- Understanding The Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting A Range Of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Editing Existing Filters
- Deleting An Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Formatting Projects

- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

Printing and Reporting

- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks

Printing Gantt Charts

- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF