

Project Essentials

2 Days



Pre-requisites

To gain the most from this course, participants need to be confident in working with either Microsoft Office and understand basic project management principles and concepts.

Description

Do you need to:

- Plan a complex sequence of tasks aimed at a specific goal
- Manage a project team or track and report on the progress of a project
- Manage a project in an area with tight resource constraints

Aim

This course aims to provide you with the skills and knowledge necessary to create and update a project plan, resource the plan and track progress.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Have the skills to navigate around the project screens and reports.
- Have the skills to lay out and edit a reasonably complex project plan.
- Be able to identify and set up various tasks
- Use relationships to build your project schedule, (including using lead and lag time).
- Understand and be able to set up and use project and resource calendars.

Topics Covered

Key topics covered on this course include:

Introducing Project

- Advantages of Using Microsoft Project
- How Microsoft Project Manages the Information

Build the Project Schedule

- Establish Basic Project Information
- Update the Project Calendar and Save the Project
- Enter Project Activities, Task Deadlines and Constraints
- Attach Notes

Work with the Project Schedule

- View Task Details, Project Statistics
- Split Tasks, display Critical Tasks
- Edit the Schedule
- Use and Format the Outline
- Using a Timeline

Assign Resources

- Identify and Maintain Resource Information

Manage Resource Usage

- Change Resource Allocations
- Use the Team Planner
- Determine Resource Over allocations
- Project Strategies

Multiple Projects and Resource Pools

- Create and share a resource pool
- Create a master project

Track the Schedule

- Baseline Projects and Track Progress

Views Tables and Filters

- Work with views
- Customise the timescale
- Work with custom tables
- Create and use custom filters

Printing and Project Reports

- Printing Reports
- Standard, Custom and Usual Reports



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