

Microsoft Project

Level 1

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

10.5 hours over 3 half days

Cost

\$550 GST Exempt
Includes training manual

Prerequisite

Experience with Microsoft Windows and use of a mouse. Must understand the principles of Project Management

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Project.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to trainees upon commencement of training session.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of Project.

CONTENT

Microsoft Project Basics

- Overview of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- Working with Views
- Working with Combination Views
- Working with Tables
- Working with the Gantt Chart View
- Understanding Microsoft Project Menus
- Understanding Toolbars
- Working with Existing Project Files
- Exiting from Microsoft Project

Microsoft Project Help (optional)

- Printed Help Sources
- The Help Task Pane
- Browsing the Table of Contents
- Searching for Specific Help
- Understanding a Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying and Using the Office Assistant
- Customising the Office Assistant
- Disabling the Office Assistant

Creating a New Project

- New Project Overview
- Understanding Your Project
- Creating a New Project
- Saving a New Project File
- Setting Specific Options
- Pitfalls in Changing Options
- Adjusting the Standard Calendars
- Creating Public Holidays
- Creating a New Calendar
- Specifying Project Summary Information
- Specifying Project Information

Project Management

- What is a Project?
- Tasks and Resources
- The Importance of Planning
- Steps in Project Management
- Project Management Tools
- Using a Computer
- The Advantages of Microsoft Project
- The Disadvantages of Microsoft Project

Creating Tasks

- Overview of Creating Tasks
- Reviewing the Project
- Entering Tasks
- Creating Summary Tasks
- Moving about a Sheet
- Working with Summary Tasks

Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

Creating Relationships

- Overview of Creating Relationships
- Catching Up with the Case Study
- Creating Relationships Using the Link Tool
- Creating Relationships Using Task Entry
- Using Task Information for Relationships
- Creating Relationships in a Sheet
- Keeping to Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time

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For bookings contact:

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CONTENT (continued)

Resourcing a Project

- Overview of Resourcing
- Creating a Resource Pool
- Entering Materials
- Assigning Calendars to Resources
- Adjusting Resource Information
- Changing the Unit Display

Assignment Concepts

- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With Fixed Work Assignments
- Working With the Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing

Assigning Resources

- Overview of Assigning Resources
- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources that You Don't Have

Resource Levelling

- Resource Levelling Overview
- Creating Resource Chaos
- Tracking Down Overall Locations
- Fix 1: Changing Work Effort
- Fix 2: Assigning Overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching Work Assignments
- Fix 5: Rescheduling Tasks

Assigning materials (optional)

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

Costs (optional)

- Costing Overview
- Reviewing the Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs for Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resources Rates during a Project
- Viewing Costs

Constraints and Deadlines

- Overview of Constraints & Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time to Resolve Conflicts
- Creating a Deadline

Project Monitoring

- Overview of Project Monitoring
- Creating a Baseline
- Getting Project to Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage

Printing

- Overview of Printing
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Jobs for Resources
- Printing Resources for Tasks

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