

OVERVIEW

The overriding objective is that users of MS Project can apply it as a powerful tool to develop competent and unambiguous schedules and to assist in communicating project deliverables and milestones

This 2 Module remotely delivered course will provide delegates with an overview of project management techniques and how Microsoft Project can be effectively used to competently produce project schedules.

Participants should be PC literate, i.e., familiar with PCs/Laptops and have used a mouse and keyboard; be able to launch and close programs; navigate to information stored on the computer; manage files and folders and be comfortable using MS Office applications such as MS Excel, MS Word etc.

MS Project software to be available to all participants prior to course start

When using Laptops, it is recommended that participants use a Mouse instead of the Track Pad.

MS PROJECT WEBINAR 1 – OVERVIEW

- Concepts of project management and scheduling
- The project lifecycle, project phases and the project baseline
- Fundamental importance of defining – and agreeing – project scope
- Developing a Work Breakdown Structure (WBS) to define project scope
- Creating a schedule based on the WBS
- Understanding task dependencies
- Setting the application to Auto Scheduled Mode
- Recommended commands for the Quick Access Toolbar
- Setting the Project Start/Finish and Working with the Project Calendar
- Entering Tasks

– DEVELOPING A PROJECT SCHEDULE

- Moving, Deleting and Inserting Tasks
- Entering Recurring Tasks and Milestones
- Defining Task dependencies
- Applying Deadlines and Constraints
- Setting the Project Baseline
- Applying Views - Working with the Critical Path and Float/Slack

MS PROJECT WEBINAR 2: DEVELOPING A WORK BREAKDOWNS STRUCTURE & COMMUNICATION TECHNIQUES

Develop a Work Breakdown Structure

Simple Communication Techniques

- Standard Printing/Saving as a PDF
- Working with and Exporting the Timeline
- Using the Copy Picture Command

WORKING WITH RESOURCES

Creating a Resource Pool (Work & Material Resources)

- Assigning Resources to project tasks
- Understanding Effort Driven and Non-Effort Driven scheduling
- Working with Resource Calendars