

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 – APPLYING FILTERS AND WORKING WITH TABLES

Applying Filters

- Using the AutoFilter
- Applying project Interactive Filters (e.g. Date Range)

Working with Tables

- Applying Tracking, Variance, Schedule and Cost Tables
- Designating 'Fixed Costs' against Tasks

– CUSTOMISING FIELDS & TABLES

Inserting/Hiding Fields

- Working with Text Fields
- Working with Flag Fields
- Creating Custom Tables
- Tips on using the Organiser feature

MS PROJECT WEBINAR 2: RESOLVING RESOURCE OVERALLOCATIONS

- Finding Resource Over-Allocations
- Resolving Over-Allocations manually
- Resolving Over-Allocations using the 'Level Resources' feature

TRACKING PROGRESS & PROJECT REPORTING

Tracking Progress

- Working with Baselines
- Using the Tracking Table
- Using Tracking Commands
- Applying Tracking Fields
- Tracking by 'work done'

Communication Techniques – Project Reporting

- Dashboard Reports
- Comparing Project Revisions