

The main objective is to ensure that delegates learn the skills required to prepare project plans and implement them successfully. The course follows an industry standard approach to project management, along with the best practice in the use of the Microsoft Project.

Introduction to Project Management Principles

This half-day session is designed to give an introduction to project management. Delegates are introduced to a structured approach to project planning and management. This involves presentations and group discussions, which are designed to give an understanding the role of the project manager in the organisation and the skills required for effective project management. Delegates prepare a manual project plan for a short-term project.

Introduction to MS Project

This part of the course is designed to give delegates a thorough understanding of MS Project. Once again, a structured approach is used with exercises. The manual project plan prepared in the first session is used as the on-screen case study.

Assisted Project Setup

- ✓ The Project Guides
- ✓ The Import Wizard
- ✓ Smart Tags
- ✓ Using Templates

Set up a Project

- ✓ Set the Project Start Date
- ✓ Enter Summary Information
- ✓ Modify the Project Calendar
- ✓ Modify the User Options

Create a Schedule

- ✓ Enter Tasks
- ✓ Enter Milestones
- ✓ Enter Task Notes
- ✓ Enter Task Dependencies
- ✓ Modify the Timescale

Modify/Organise a Schedule

- ✓ Create a Project Outline
- ✓ Modify Links
- ✓ Change Constraints
- ✓ Enter Recurring Tasis

Format and Output

- ✓ Modify the Chart and Text Appearance
- ✓ Print Project Charts & Reports / Page Setup
- ✓ Use Filters and Groups
- ✓ Change the sort order of the task list

Resource Management

- ✓ Create a Pool of Resources
- ✓ Assign resources to tasks
- ✓ Modify Resource Calendars

Manage the Project

- ✓ Create a Baseline Plan
- ✓ Update Project Progress
- ✓ Compare the Current Plan V the Baseline Plan
- ✓ Update the Project
- ✓ Task Updates

Update Resources

- ✓ Remuneration Rates
- ✓ Resource Availability
- ✓ Resource Holidays
- ✓ Overtime

Reports

- ✓ Modify Existing Reports
- ✓ Save modified Reports

The Organiser

- ✓ Copy Project Elements to other projects

Data Mapping

- ✓ Export/Import Data within Project and Excel
- ✓ Project Template