

MS Project Essentials

A Two-Day Course

Description: The *MS Project Essentials Workshop* is a 2-day intensive practical course designed to provide delegates with the ability to use MS Project productively when managing and controlling their projects. The course begins from first principles and proceeds to a point where delegates can construct their own work plans, update the plans as the project proceeds and tailor the application to produce required views and reports.

Audience: This course is suitable for those people who want to understand the basics of project planning using MS Project. The course is aimed at both new and existing team leaders, project leaders and project managers and at all those who have to create and/or understand project plans and reports.

Duration: *Two Days*

Objectives: On completion of the briefing delegates will be able to:

- ✧ Understand the various menus and views of the MS Project environment.
- ✧ Create a Work Breakdown Structure (WBS)
- ✧ Link tasks to create a schedule
- ✧ Allocate resource to tasks
- ✧ Identify when resources are overallocated and consider options to eliminate the overallocations
- ✧ Print project plans in different formats
- ✧ Create reports and update project progress details
- ✧ View and update multiple projects



MS Project Essentials

A Two-Day Course

Content:

MS Project Introduction

Defining, editing and organising tasks
 Creating a Work Breakdown Structure
 Breaking a task into more detail
 Grouping tasks
 Viewing levels of detail

Creating a Project Schedule

Estimating effort and duration
 Creating and changing task dependencies
 Understanding and using the Project Calendar
 Creating and using Milestones
 Understanding the Critical Path
 Applying a calendar to a task

Adding and Assigning Resources

Defining resources and resource calendars
 Assigning resources to tasks
 Adding Material resources to a project
 Working with project costs

Saving the Project

Read and Write protection options
 Saving the baseline
 Clearing a baseline

Printing Project Data

Formatting views and reports
 Sorting and filtering data for reports
 Creating your own filters
 Creating your own reports

Tracking Progress

The Tracking Table and Gantt Chart
 Other useful Tables and Views
 Setting the status date
 Automatically updating task status
 Manually updating task status
 Using Progress Lines

Adjusting the schedule

Amending work and duration
 Setting task constraints
 Using fixed duration tasks
 Using multiple resources
 Identifying over-allocated resources
 Levelling resources
 Understanding effort-driven tasks
 Working with task calendars
 Working with Data in other Applications
 Importing and viewing data
 Working with the imported data
 Exporting data
 Copying a Gantt chart to a Word document



12 Lower Hatch Street
 Dublin 2, Ireland
 Tel: +353 1 639 0050
 Fax: +353 1 639 1452
 Email: info@trigraph.ie
 Web: www.trigraph.ie