



4D Group

## MS Project

### Who would benefit?

This course is an excellent introduction to Project Management, packed full of theory and practical hands-on exercises. Delegates will learn how to create a basic project schedule, edit and organise tasks, assign resources, and format and print views.

### Objective

To give an introduction to this project management software and how to apply the various features to the workplace.

### Content

#### Project Management

- What is a project?
- What are the skills required of the project manager and the project team?

#### Getting Started with MS Project

- The screen layout and toolbars
- Gantt chart view
- Navigating a project
- Setting the project start date

#### Using Calendars

- Altering hours of work and setting non working times

#### Entering Tasks

- Entering and amending tasks
- Inserting recurring tasks
- Milestones
- Task relationships
- Task restraints
- Displaying the critical path
- Understanding project stages and using summary tasks
- Adding notes to tasks

#### Resources

- Setting up resources
- Assigning calendars to resources
- Assigning resources to tasks
- Sharing resources across multiple projects

#### Understanding Project's Scheduling Engine

- Using effort-driven scheduling
- Finding over-allocated resources
- Resolving resource conflicts
- Scheduling overtime
- Levelling resources

#### Tracking the Project

- Setting the baseline
- Updating tasks as percentages complete
- Recording actual information

#### Understanding Views

- Using the view toolbar
- Displaying dual-pane views
- Applying different tables
- Applying a filter to a view
- Sorting and finding information

#### Formatting and Printing

- Formatting text and Gantt bars
- Specifying page orientation and margins
- Creating headers and footers
- Printing various Project views
- Using the screen captive toolbar button

#### Reports

- Using the built-in reports

### Duration

Two days