



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

Unit 201 Alissta Towers, 85 North Sound Road

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MICROSOFT PROJECT: Essential Skills

Duration: 18 hours

This 3-day program will assist participants to manage their projects using Microsoft Project. Those who are new to MS Project and those who need help with the tools will benefit from this program.

1. Getting Started with Project
 - a. Managing your projects with project
 - b. Starting project
 - c. Exploring views
 - d. Exploring reports
 - e. Creating a new project plan
 - f. Setting nonworking days
 - g. Entering project properties

2. Entering a Task List
 - a. Entering tasks
 - b. Estimating Durations
 - c. Entering a milestone
 - d. Organizing tasks into phases
 - e. Linking tasks
 - f. Documenting tasks
 - g. Checking the plans duration

3. Setting up Resources
 - a. Setting up people resources
 - b. Setting up equipment resources
 - c. Setting up material resources
 - d. Entering resource pay rates
 - e. Adjusting working time for individual resources
 - f. Documenting resources

4. Assigning Resources to Tasks
 - a. Assigning resources to tasks
 - b. Assigning additional resources to a task
 - c. Assigning material resources to tasks

5. Formatting and Printing your Plan
 - a. Creating a custom Gantt Chart view
 - b. Drawing on a Gantt Chart
 - c. Formatting text in a view
 - d. Formatting and printing reports

6. Tracking progress on tasks
 - a. Saving a Project Baseline
 - b. Tracking a Project as Scheduled
 - c. Entering a Task's Completion Percentage
 - d. Entering Actual Values for Tasks

7. Fine-Tuning Task Details
 - a. Adjusting Task Relationships
 - b. Setting Task Constraints
 - c. Viewing the Project's Critical Path
 - d. Interrupting Work on a Task
 - e. Adjusting Working Time for Individual Tasks
 - f. Changing Task Types
 - g. Entering Deadline Dates
 - h. Entering Fixed Costs
 - i. Setting Up a Recurring Task

8. Fine-Tuning Resource and Assignment Details
 - a. Entering Multiple Pay Rates for a Resource
 - b. Setting up Pay Rates to Apply at Different Times
 - c. Setting up Resource Availability to Apply at Different Times
 - d. Delaying the Start of Assignments
 - e. Applying Contours to Assignments
 - f. Applying Different Cost Rates to Assignments
 - g. Entering Material Resource Consumption Rates

9. Fine-Tuning the Project Plan
 - a. Examining Resource Allocations over Time
 - b. Manually Resolving Resource Over-allocations
 - c. Leveling Over-allocated Resources
 - d. Examining Project Costs
 - e. Checking the Project's Finish Date

10. Organizing and Formatting Project Details
 - a. Sorting Project Details
 - b. Grouping Project Details

- c. Filtering Project Details
- d. Customizing Tables
- e. Customizing Views

11. Printing Project Information

- a. Printing your Project Plan
- b. Printing Views
- c. Printing Reports

12. Practical Application to the participant's own Scenario

- a. Planning a simple project relevant to work activities
- b. Using project tools to manage projects
- c. Printing reports

Optional Topics *(available to participants who are more advanced and have completed all required activities)*

- Tracking progress on Tasks and Assignments
- Viewing and Reporting Project Status
- Getting your project back on track