

Microsoft Project Essentials Two-Day Workshop

Overview

Microsoft Project (or MSP) is a project management software program which is designed to assist project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analysing workloads.

It is the most widely used tool of its kind in the world. At a basic level it will provide disciplined scheduling – but with advanced users it can optimise project performance and provide valuable reporting and communications capability.

There have been regular upgrades to the package since it was released in 1987. The latest, 2007, edition (now known as Microsoft Office Project) includes enhanced integration with other Microsoft programmes (eg graphics generation in Excel) and easier change functionality.

A two day workshop is recommended though an abridged one day course can be delivered. Training will be appropriate to the software version operated by your organisation.

Objectives

- This course will enable delegates to:
 - create and set up key elements of a new project
 - adjust and manage schedules
 - manage people and material resources
 - track and measure project time and costs
 - understand strategies for minimising and maintaining project timescales

Learning Style

- Day 1 is dedicated to learning how to use the software whilst Day 2 concentrates on creating a project from scratch
- There is an option to tailor the training to suit specific customer requirements

Who will the course benefit?

- Those new to Microsoft project or existing users who wish to broaden their knowledge of this powerful planning tool

Prerequisites

- A good level of general PC literacy including keyboard and mouse skills

Workshop Content

- Introduction
 - Overview of Project screen and commands
 - Project Management concepts
 - Breaking down the project into manageable work packages
- Creating a new project
 - Project information
 - Setting up calendars and work times
 - Entering tasks and milestones
- Scheduling
 - Linking tasks
 - Constraints and lead times
 - Identify the critical path
- Resources
 - Setting up resources
 - Assigning resources and personnel
 - Setting resource availability
- Costs
 - Setting up resource costs
 - How costs are calculated
 - Viewing project costs
- Formatting
 - Formatting the Gantt chart
 - Adding text to the Gantt chart
 - Formatting tables
- Reporting
 - Using Project reports
 - Adding Project information to reports
 - Export of information