Microsoft Project Training
Introduction

Course Objectives

- Understand and use the basic features of MS Project
- Create a project plan using a Gantt chart
- Set up and use Project and Resource calendars
- Work with and create task relationships, constraints and deadlines
- Format the Gantt chart
- Allocate and manage resources
- Record, track and evaluate the projects progress
- Print Gantt charts and reports

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Course Outline

Introduction to Project

- Overview
- Getting started
- The project screen
- Project views
- Work with split screen views
- Project fields and tables

Starting a Project

- Scheduling a Project
- Set specific Project options
- Set start and finish dates
- The Project calendar
- Customising the calendar for public holidays and hours of work
- Creating new project calendars
- Resource calendars

Tasks and Durations

- Creating tasks
- Manual vs automatic scheduling
- Insert, delete and move tasks
- Insert task notes
- Outlining a project
- Estimate task durations
- Enter task durations
- Creating Milestones

Task Scheduling

- Task relationships
- Relationship types
- Lead and lag time
- Task constraints
- Deadlines
- Understand critical paths
- Display the critical path

Formatting

- Format text
- Format Milestones
- Format Gantt Bars
- Format Gantt bar text
- Gridlines

Resources

- Creating resources
- Resource types
- Resource fields
- Resource calendars
- Resource costs
- Assigning resources
- Understand task types
- Over allocated resources
- Automatically Levelling Resources
- Manually Levelling Resources

Project Costs

- Viewing project costs
- Variable costs
- Fixed costs
- Cost accrual

Tracking the Project

- Creating Project Baselines
- The tracking Gantt chart
- Tracking Tasks
- Tracking the project
- Progress lines
- What can go wrong

Printing

- Printing the Gantt chart
- Print to PDF
- Printing Reports