MS Project

Introduction – 1 Day

PREREQUISITES
- No previous experience of MS Project is required.

BENEFITS
- Microsoft Project, the world's most popular project management software, is a powerful application that you can use to efficiently plan, manage, and communicate project information.
- If you need software to handle dynamic scheduling, manage resources, and support better communication, Microsoft Project is the tool for you. It is designed for anyone who oversees a team, plans a budget, juggles schedules, or has deadlines to meet.

COURSE CONTENT

General
- Start Project
- Summary Information – Project, Stats, & Document
- Link Projects & Insert Projects Into An Existing Project

Gantt Chart
- Interpretation Of
- Change The Timescale
- Customise Screen & Chart

Task Relationships
- The 4 Relationship Types
- Establish Links
- How To Use Slack
- Lag & Lead Time
- Outline The Schedule (ie Create Subtasks)

Task Properties
- Task Duration Types
- Milestones
- Split Tasks
- Sort Tasks
- Set Time Constraints & Deadlines

Filters
- Use Standard
- Autofilters

Critical Path
- GanttChart Wizard
- Display With Filter

Resources
- Create Using Resource Sheet
- Assign To Tasks
- Associate With Calendars

Resource Overallocation
- Identify Affected Tasks
- Resolve Overallocation

Reduce Project Duration
- Lag & Lead Time
- Add Resources To Appropriate Tasks (Resource Driven)

Calendars
- Base, Project & Resource Calendar
- Create Custom Calendars & Assign To Project & Resources
- Edit Existing Calendar - Change Working Times, etc

Baseline Plan
- Use Of
- Set Baseline
- Update Baseline to Reflect Practical Changes

Track Project Progress
- Change Current Date Of Active Project
- Enter Actual Data For Current/ Completed Tasks
- Track In-Progress Tasks
- Update Task & Project Progress
- Use Reports & Statistics To View Project Progress
- Compare Actual Progress with baseline plan - using alternative display formats

Reports & Views
- View & Customise Existing Reports