MS Project

Introduction

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 - in short, anyone who manages a project as part of their job in today's busy working world.

COURSE CONTENT

General
- Start Project
- Summary Information – Project, Stats, & Document
- Link Projects & Insert Projects Into An Existing Project
- Consolidate Project Files (Link Files & Set The Update Links Option)
- Resource Pool (Create & Use To Share Resources; Set Precedence)

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

Network Diagram
- Zoom To Preview
- Customise Nodes
- Display On Single Page For Printing

Additional Views
- Use & Customise Calendar
- What Are Resource Usage/ Resource Graph Views
- Swith Between Views From Within Split View

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
- Fixed Duration Scheduling & Resource Driven Scheduling
- Milestones
- Assign Fixed Costs & Time Restrictions
- Assign Priorities (For Leveling)
- Create & Assign WBS Codes
- Split Tasks
- Sort Tasks
- Set Time Constraints & Deadlines

Filters
- Use Standard
- Create Custom
- Autofilters

Critical Path
- GanttChart Wizard
- Display With Filter/Group

Resources
- Create Using
  1. Resource Sheet
  2. Resource Assignment Button
  3. Task Information Dialogue Box
- Assign To Tasks
- Task Usage
- Associate With Calendars
- Specify Project Availability
- Create Schedule Of Rates

Resource Overallocation
- Identify Affected Tasks
- Resolve Overallocation - Manually & By Automatic Leveling
- Leveling By Task Priority

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

COURSE CONTENT	OPTIONAL TOPICS
Calendars • Base, Project & Resource Calendar • Create Custom Calendars & Assign To Project & Resources • Edit Existing Calendar - Change Working Times, etc • Copy Between Project Files And To Templates **Baseline Plan** • Use Of • Set Baseline/ Save Interim Plan For Entire Project Or Selected Tasks • 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 • Create Custom Reports • Customise Views **Templates** • Create New & Modify Existing • Copy Calendars, Views & Reports To Existing Templates/ Projects	**Custom Fields** • Create New • Introduce Fields To Tables & Reports • Use Value Lists To Normalise Data Entry • Create Formula Fields • Graphical Indicators (Cost) **Pert Analysis** • Why Use Optimistic And Pessimistic Scenarios • 3 Duration Types (Optimistic, Pessimistic, And Expected) • Use Custom & Default Weightings **Risks** • Identify High-Risk Tasks, Budget Risks & Resource Risks • Specify Risk Probability • Reduce Risks By Updating Project Plan