



Mastering Microsoft Project

Overview

This course is designed to teach project managers how to create, update and manage project schedules with Microsoft Project. Participants will learn how to create new projects, enter tasks, create a WBS, set dependencies, create constraints and deadlines and manage resource assignments. You will also learn how to analyze and manage resources over and under-allocations, set baselines, track and manage progress and generate reports.

Audience

This course is intended for project and portfolio managers who will be working with Project 2016 and will be responsible for creating and managing projects with Project 2016.

Prerequisites

To ensure your success in this course, we recommend you have some working knowledge of your computers operating system, Microsoft Office and some background in fundamental Project Management.

At Course Completion

After completing this course, students will be able to:

- Exploring the Project Environment
- Getting Started with Microsoft Project
- Modifying and Organizing a Task list
- Shaping the schedule
- Modifying Task Dependencies
- Working with Calendars
- Using Project Resources
- Entering Project Costs
- Task Type Settings
- Resolving Resource Over-allocations
- Setting Constraints and Deadlines
- Tracking Project Progress
- Reporting in Project
- Customizing the Project Environment

Number of sessions: 5 sessions of 3 hours each

Total Duration: 15 hours

Fees: Rs 25000 per participant

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Unfolding Advanced Thinking

Course Outline

Module 1: Getting Started

Navigating Project
Creating a new project
Managing Tasks
Understanding the WBS

Module 2: Shaping the Schedule

Linking and Unlinking tasks
Enabling the Critical Path
Working with task dependencies
Using lag and lead time

Module 3: Resources, Calendars and Costs

Managing Resources
Assigning resources to tasks
Using the cost budget resource
Working with Calendars
Managing Resource rates
Learn about fixed costs

Module 4: Task Type & Allocations

Task Type Settings
Working with Fixed Units
Working with Fixed Duration
Using Fixed Work
Variable resource assignments
Contour types
Manually adjust work assignments
Resolving Overallocations
Constraints
Setting Deadlines

Module 5: Managing Project Information & Reporting

Use filters and groups
Modifying the Gantt Chart
Customizing the Ribbon
Dashboard Reports
Visual Reports

Module 6: Tracking Project Progress

Saving a baseline of your plan
Tracking a plan as scheduled through specific dates
Entering tasks completion percentage
Entering actual values for tasks
Updating a baseline
Tracking actual and remaining values for tasks and assignments
Tracking actual work for tasks and assignments
Rescheduling incomplete work

Module 7: Advanced Task Scheduling

See task relationships with task path

Adjusting task link relationships
Setting task constraints
Interrupting work on a task
Adjusting working time for individual tasks
Control task scheduling with task types

Module 8: Fine Tuning Task details

Entering deadlines
Viewing project's critical path
Scheduling Summary tasks manually

Module 9: Fine Tuning resource and assignment details

Setting up resource availability to apply at different times
Entering multiple pay rates for a resource
Setting up resource pay rates for a resource to apply at different times
Setting up material resources and assigning to tasks
Sharing resources among projects
Applying contours to assignment
Viewing resource capacity

Module 10: Fine-tuning the Project plan

Examining resource allocations over time
Resolving resource overallocations manually
Leveling overallocated resources
Checking the plan's cost and finish date
Inactivating tasks

Module 11: Customizing Project

Sharing custom elements between plans
Recording and editing macros
Customizing the ribbon and Quick Access

Module 12: Sharing information with other programs

Copying Project data to other programs
Opening other file formats in Project
Saving to other file formats from Project
Generating visual reports with Excel and Visio

Module 13: Consolidating projects and resources

Creating a resource pool
Viewing assignment details in a resource pool
Updating assignments in a sharer plan
Updating a resource's information in a resource pool
Updating all plans' working times in a resource pool
Linking new plans to a resource pool
Changing sharer plan assignments and updating a resource pool
Consolidating plans
Creating dependencies between plans

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