



MS Project 2003 Introduction

Two Day Training Course

Course Aims:

Participants will receive practical guidance on how to plan and schedule projects using the standard Microsoft Project views and dialogues. On completion of this course participants will have acquired the skills to: Create a new project and enter task, cost and resource information; Analyse and adjust schedules with date, dependency and resource constraints; Customise and print Gantt Chart views and reports; and Record and review task progress against the baseline. The course also demonstrates how to customise and print high quality charts and reports for effective communication of project plans.

Course Outline:

Project Management Concepts:

- What is a Project?
- What is Project Management?
- Project Objectives, Why Plan?
- The Project Lifecycle. Outlining, WBS Codes
- Top Down Hierarchy, Consistent Structure

Getting Started:

- Starting Project; Menus, Shortcuts Menus
- Toolbars, Opening a Project File, Views
- Tables, System Options; Base Calendars
- Updating the Global Template

Setting Project Objectives:

- The Project Information Dialogue Box,
- The File Properties Dialogue Box,
- Outlining the Plan; Moving Items
- Inserting a Task or Group of Tasks
- Cutting and Pasting; Editing Text
- Task Notes; Saving the Project

Quick Scheduling

Producing a Quick Schedule; Entering Durations

Entering Date Constraints:

Networks:

- Precedence Networks (PERT Chart)
- Types of Dependency, Critical Path Analysis
- Total Slack; Date Constraints; Gantt Charts

Entering Dependencies

Critical Path Review:

- Creating Recurring Tasks; Splitting Tasks

Printing Gantt Charts:

- Controlling Multiple Pages; Page Height
- Page Width; The Print Dialogue Box
- Formatting Headers, Footers and Legends
- Printing Task Notes on Reports and Gantt Charts
- Publishing onto the Internet/Intranet

Designing Views:

- Defining a New View, Gantt Chart Formatting
- Formatting Individual Tasks
- Using Standard and Interactive Filters, AutoFilter

Resources:

- Resource Allocation, Aggregation and Optimisation
- Other Optimisation Techniques

Defining Resources:

- Using the Resource Sheet and Resource Information
- Resource Scheduling, Fixed Units

Fixed Duration Tasks:

Other Scheduling Techniques

- Effort Driven Scheduling
- Assignments for Summary Tasks

Costs:

- Escalating Resource Costs, Fixed Costs
- Fixed Resource Costs, Cost Reports

Finding Resource Conflicts:

- Resolving Conflicts
- Automatic and Manual Resource Levelling
- Resource Workload Reports

Baselining:

- What If? Changes, How Autolinking Affects Changes
- Recording Progress, Changing the Current Date
- Entering Percent Complete
- Rescheduling Outstanding Work

Sharing Resources:

- Creating and Managing a Resource Pool

Project Consolidation:

- Cross Project Links

Appendix – Example Project

- Arrange an Opening Ceremony

Target Audience:

New, recent or intending users of MS Project wishing develop their understanding and capabilities with this package.

Assumed Knowledge:

Familiarity with PCs, the layout of a standard keyboard, mouse and Windows is necessary.