

MS Project Level 1

Supporting your Projects with Microsoft Project

Introduction

This course gives delegates practical and technical guidance on how to use MS Project to break projects down into component and manageable parts. Delegates will learn how to customise features of MS Project and integrate results with MS Office applications to produce timely and accurate reports and presentations.

This course is suitable for individuals who plan, co-ordinate, manage or contribute to projects of any size and who are looking to develop MS Project skills.

Course Objectives

- Plan project tasks and activities
- Develop and schedule project timelines
- Track your projects and take appropriate action to prevent delays
- Produce management reports from the baseline
- Integrate MS Project with MS Office (Word and Excel)

Course Outline

Introduction – the Key Features

- Planning stages – PERT, Gantt and resource charts
- Reporting resources, schedules and costs
- Controlling and rescheduling the baseline

Initiating the Project

- Estimating 'critical factors' – task duration/effort required/costing
- Linking tasks and activities
- Establishing the critical path
- Structuring the project using PERT charts

Scheduling the Timeline – Establishing Milestones

- Setting up milestones to measure the project
- Scheduling tasks and creating the Gantt chart

Defining and Establishing Project Resources

- Defining and allocating resources
- Filling in the resource sheet
- Planning resource usage
- Setting your project baseline
- Analysing the project budget

Running the Project

- Gathering task progress data
- Analysing and tracking your project
- Producing 'Project Status' reports
- Reacting to shifting conditions

Linking Project Reports and Presentation with MS Office

- Using MS Word to merge data into text reports
- Linking your reports to MS Excel spreadsheets
- Customising templates and reports