

Microsoft Project Foundation

In this course the participant will learn how to design an effective Project Plan Using Microsoft Project. Including Creating and Linking Tasks, Resources and Costing and also Controlling the Project Start to Finish. The Participant will also learn the basics of Projec Management, apply those principles, to their Project Plan, as well as help with understanding such term as ASAP, Effort Driven Scheduling and Critical Path. If you are new to Microsoft Project or have been using this application for some time, this course will build a solid foundation.

Getting to Know Project

- How Project Works
- Project Interface
- The Project Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
- Exiting From Project

Project Management Basics

- What is Project Management
- Tasks and Resources
- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

Creating a New Project

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar

Creating Tasks cont...

- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

Scheduling

- Understanding Task Dependencies
- Creating Dependencies
- Automatically
- Creating Dependencies in Task Entry
- Creating Dependencies in Task Information
- Creating Dependencies in a Sheet View
- Task Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating a Task

Constraints and Deadlines

- Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline
- Moving a Project's Start Date

Resourcing a Project

- Understanding Resources
- Entering Work Resources

Resourcing Concepts cont...

- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- Resources in Multiple Assign
- Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

Assigning Resources

- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assign Resources Dialog Box
- Viewing Project Costs
- Dealing with Costing Issues

Using a Baseline

- What are Baselines
- When to a Apply a Baseline
- Viewing Baselines
- Baselines and Slippage
- Resetting the Baseline
- Mutple Baselines

Project Tracking

- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Gantt Chart
- Printing Sheet Views

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Creating a new Project cont...

Setting Up Project Information
Entering File Properties

Creating Tasks

Understanding Tasks
Understanding Scheduling Icons
Case Study Tasks
Reviewing the Project
Entering Tasks
Creating Summary Tasks
Assignment – Creating Summary Task
Working in a Sheet View
Working With Summary Tasks

Resourcing a Project cont...

Entering Material Resources
Entering Cost Resources
Assigning Calendars to Resources
Understanding Resource Availability
Adjusting Resource Availability
Changing the Unit Display

Resourcing Concepts

Resource Assignment Calculations
Task Types and Work Effort
Creating a Simple Assignment
Working With Fixed Unit Tasks
Working With Fixed Duration Tasks

Printing cont..

Printing Tasks for Resources
Printing Resources for Tasks

Creating Reports

Using Standard Reports
Create a Custom Report
Relating a Report to a Filter
Introduction to Visual Reports

Organiser

Accessing the Organiser
Transferring Items to Global Template
Using Organiser for New Projects

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Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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