



## Microsoft Project - Three-Day Seminar

Program Number: PMGNMS / PDUs: 18

### 1.0 Introduction

- Class member introduction and overview of course material

### 2.0 Understanding Project Management

- What is a project?
- What is project management?
- What is the project scope?
- What are the project resources?

### 3.0 Learning More about Project Management

- Creating a realistic schedule
- Establishing activities dependencies
- Refining the schedule
- Analyzing risk in the project
- Managing the project
- Closing the project

### 4.0 Creating a Project

- Working with project files
- Entering summary information
- Entering activities
- Modifying the list of activities
- Creating a new project file, summary activities
- Collapsing and expanding summary activities
- Using online help

### 5.0 Modifying Task Relationships

- Viewing the critical path
- Linking and unlinking tasks
- Specifying task relationships
- Using lead time and lag time
- Using PERT chart

### 6.0 Assigning Project Resources

- Reviewing the project
- Assigning resources
- Assigning resource costs
- Working with base calendars
- Creating a new base calendar
- Using resource calendars

### Course Objectives:

The participants will gain introductory to intermediate skills in Microsoft Project.

### Learn How to:

- Apply project management methodology
- Create a project schedule
- Modify task relationships
- Assign project resources
- Print and view reports
- Resolve resource conflicts
- Filter and sort tasks
- Track progress
- Create custom tools
- Work with multiple projects

- Using resource-driven or fixed-duration scheduling

### 7.0 Printing Views and Reports

- Previewing and printing views
- Changing a page's appearance
- Previewing and printing reports

### 8.0 Resolving Resource Conflicts

- Viewing resource workloads
- Leveling resource conflicts
- Resolving resource conflicts
- Creating a baseline

### 9.0 Filtering and Sorting Activities

- Creating and applying project filters
- Adjusting the time-scale
- Creating a custom filter
- Applying the sort command

### 10.0 Tracking Progress

- Setting simple task constraints
- Scheduling tasks that interfere with dependencies
- Tracking progress



- Comparing the schedule to the plan

### **11.0 Creating Custom Tools**

- Creating custom tables
- Creating custom views
- Moving custom items using organizer

### **12.0 Working with Multiple Projects**

- Consolidating multiple project files
- Creating a resource pool
- Creating master projects with subprojects