# 2 – DAY MICROSOFT PROJECT (LEVEL ONE)

## Introduction

This course is designed to familiarise you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan during the planning phase of a project.

## Course Objectives

By the end of this course, you will be able to:

- Create tasks and manage task durations
- Create relationships between tasks, set constraints and deadlines and identify tasks on the critical path
- Effectively use resource assignment in a project and assign costs
- Use reporting features to track and analyse a project

## Methodology

Participants will need to be familiar with the Windows Operating System and be able to open, close and save files. Experience using Microsoft Excel is an advantage.

## Who Should Attend?

Individuals with general desktop computer skills who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.

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## Course Outline

### MODULE 1: NAVIGATING MICROSOFT PROJECT

- Work with the ribbon interface
- Work with the quick access toolbar
- Use the backstage
- Work with views, tables and forms
- Work with split screens
- Navigate through existing projects

### MODULE 2: CREATING A PROJECT PLAN

- Understand your project
- Create and save a new project
- Set specific options
- Set start and finish dates
- Define time
- Adjust standard calendars
- Create public holidays and new calendars

### MODULE 3: CREATING CALCULATED COLUMNS

- Manual vs automatic scheduling
- Summary tasks
- Import task information
- Insert tasks
- Add task notes
- Add hyperlinks

### MODULE 4: TASK DURATIONS

- Enter task durations
- Estimate task durations
- Enter milestones
- Format text styles

### MODULE 5: CREATING RELATIONSHIPS

- Create task links
- Enter lag and lead time
- Understand project slack
- View the critical path
- Format the Gantt chart

### MODULE 6: TASK CONSTRAINTS

- Add constraints
- View constraints
- Add a deadline

### MODULE 7: PRINTING & PDF

- Print the Gantt chart
- Adjust print settings
- Filter results for print
- Add a highlight filter
- Save for PDF

### MODULE 8: RESOURCING A PROJECT

- Create a resource pool
- Assign calendars
- Adjust resource information
- Change the unit display

### MODULE 9: ASSIGNING RESOURCES

- Assign work times
- Understand task types
- Levelling resources
- Fix over allocated resources

### MODULE 10: COSTS

- Add variable resource costs
- Cost accrual
- Add fixed costs to tasks
- View cost breakdowns

### MODULE 11: TRACKING PROJECTS

- Create and set a baseline
- View the baseline in the tracking Gantt
- Track actual changes
- Update tasks and the project
- Use the tracking table
- Progress lines

### MODULE 12: PRINTING REPORTS

- View standard Project 2010 reports
- View standard Project 2013/ 2016 reports
- Produce visual reports
- Display and print the timeline