

Course Outline

Project

Project Level 1

Aimed at the project team member or anyone who needs to know the basics of good project plan design.

You will learn how to read, modify & print project plans & activity reports

Project Level 2

Aimed at the self taught or anyone who is familiar with the essentials of project design & is interested in taking their knowledge to the next level.

Learn how to use the project views, tables & filters to create an effective communication strategy.

You will also learn how to put your project plan on the web, share resources & print great project reports.

Microsoft Project 2003 – Module 1

Project Development Essentials

Course Description

This course aims to introduce the learner to using Microsoft Project 2003 to help manage a large range of projects, from small to large scale. It covers the important aspects of dealing with tasks and resources and pays particular and crucial attention to problem areas that often arise when using a computer to help manage projects.

Pre-Requisites

This course is designed for participants with little or no knowledge of Microsoft Project 2003. However, some understanding of Windows and file management would be desirable.

Outcomes

At the completion of this course, participants will be able to:

- Start Microsoft Project and work with its key screen features
- Use the help system in Microsoft Project 2003
- Create a new project file
- Understand the essentials of project management
- Create tasks in a project file
- Enter various durations for tasks in a project
- Create relationships between tasks in a project
- Create a resource pool for a project
- Effectively use resource assignment in a project
- Assign resources to tasks in a project
- Resolve resource over allocation problems
- Assign materials in a project
- Assign costs in a project
- Impose constraints and deadlines on a project
- Monitor a project and track its progress
- Print various aspects of a project.

Course Details

Duration: 2 days
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



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Learning Solutions

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1300 TO TRAIN

Course Outline

Ø Microsoft Project Basics

- Overview Of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- Working With Views
- Working With Combination Views
- Working With Tables
- Working With The Gantt Chart View
- Understanding Microsoft Project Menus
- Understanding Toolbars
- Working With Existing Project Files
- Exiting From Microsoft Project

Ø Microsoft Project Help

- Printed Help Sources
- The Help Task Pane
- Browsing The Table of Contents
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying And Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant

Ø Creating A New Project

- New Project Overview
- Understanding Your Project
- Creating A New Project
- Saving A New Project File
- Setting Specific Options
- Pitfalls In Changing Options
- Adjusting The Standard Calendars
- Creating Public Holidays
- Creating A New Calendar

- Specifying Project Summary Information
- Specifying Project Information

Ø Project Management

- What Is A Project?
- Tasks And Resources
- The Importance Of Planning
- Steps In Project Management
- Project Management Tools
- Using A Computer
- The Advantages Of Microsoft Project
- The Disadvantages Of Microsoft Project

Ø Creating Tasks

- Overview Of Creating Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks

Ø Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

Ø Creating Relationships

- Overview Of Creating Relationships
- Catching Up With The Case Study
- Creating Relationships Using The Link Tool
- Creating Relationships Using Task Entry
- Using Task Information For Relationships
- Creating Relationships In A Sheet

- Keeping To Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time

Ø Resourcing A Project

- Overview Of Resourcing
- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

Ø Assignment Concepts

- Overview Of Assigning Materials
- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With Fixed Work Assignments
- Working With The Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing

Course Outline

∅ Assigning Resources

- Overview Of Assigning Materials
- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources That You Don't Have

∅ Resource Leveling

- Resource Leveling Overview
- Creating Resource Chaos
- Tracking Down Over allocations
- Fix 1: Changing Work Effort
- Fix 2: Assigning Overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching Work Assignments
- Fix 5: Rescheduling Tasks

∅ Assigning Materials

- Overview Of Assigning Materials
- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Assigning Variable Usage Materials
- Adding To A Material Assignment
- Checking Work For Materials

∅ Costs

- Costing Overview
- Reviewing The Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resources Rates During A Project
- Viewing Costs

∅ Constraints & Deadlines

- Overview Of Restraints & Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time To Resolve Conflicts
- Creating A Deadline

∅ Project Monitoring

- Overview Of Project Monitoring
- Creating A Baseline
- Getting Project To Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

∅ Printing

- Overview Of Printing
- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Task