

Managing Projects using Microsoft Project

Course Overview

This course aims to provide you with detailed knowledge to use Microsoft Project software in managing your project.

Learning Objectives

By end of this training course, participants should be able to use the Microsoft Project to plan, execute, monitor and report their projects.

Target Audience

Project managers, project coordinators, team leaders, line managers, project staff, and other staff involved in the project at all levels.

Methodology

This course requires a computer lab with the software installed. Participants will practice using the software to get hands-on experience through a step-by-step case study that explains the various parts of the software.

Duration

Five Days

Course Outlines

- 1. Exploring the Microsoft Project Environment**
 - Product overview
 - User Interface
 - Ribbon & views
 - Backstage tabs
 - Customizing the ribbon
 - File extensions
- 2. SETTING UP SCOPE & SCHEDULE**
 - a. **Creating new projects**
 - Creating new projects
 - Defining project properties
 - b. **Building & organizing tasks**
 - Entering a Task List
 - Entering Durations
 - Entering a Milestone
 - Organizing Tasks into Phases
 - Linking Tasks
 - Switching Task Scheduling to Automatic
 - Setting Nonworking Days
 - Checking the Plan's Duration
 - Documenting Tasks & the Project Plan
 - c. **Entering tasks duration**
 - d. **Linking related tasks**
 - e. **scheduling modes & CALENDERS**
 - Switching task scheduling to auto
 - Setting working days
 - Checking the plan's duration
 - f. **DOCUMENTING TASK details**
 - Documenting task details
 - Documenting the project plan
- 3. Setting up RESOURCES**
 - Setting up work resources
 - Entering resource capacity
 - Entering resource pay rates
 - Adjusting working time for individual resources
 - Setting up cost resources
 - Documenting resources
- 4. Assigning resources to tasks**
 - Assign single work resources
 - Understanding options when adding multiple resource
 - Assign multiple work resources
 - Understanding effort-driven tasks
 - Assigning cost resources

5. Formatting & sharing the plan

- Customizing the Gantt Chart View
- Customizing the Timeline View
- Drawing on a Gantt Chart
- Copying Views
- Printing Views
- Customizing & Printing Reports

6. Tuning task details

- Solving over-allocation manually
- Defining Deadlines
- Entering Fixed Costs
- Creating activity calendars
- Setting Up Recurring Tasks
- Inactivating Tasks
- Viewing the Project's Critical Path
- Scheduling Summary Tasks Manually

7. Tuning resource details

- Set up resource availability
- Set up resource pay rates

8. Tuning assignment details

- Delaying the start of assignments
- Applying contours to assignments
- Applying different cost rates to assignments
- Assigning material resources to tasks
- Viewing resource capacity
- Adjusting assignments in the Team Planner view

9. Resource leveling

- Resolve over allocation manually
- Resource leveling

10. Organizing project details

- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables

11. Tracking progress on tasks

- Saving a project baseline
- Tracking a project as scheduled
- Updating project progress
- Entering actual values for tasks

12. Reporting Status

- Identify slipping tasks
- Examine task costs
- Examine resource costs

13. Troubleshooting

- Troubleshoot time schedule
- Troubleshoot overtime work
- Troubleshoot cost resources
- Troubleshoot scope of work

14. Advanced Formatting

- Formatting a Gantt view
- Format gridlines
- Formatting a timeline view
- Printing views – advanced options
- Printing reports – advanced options

15. Multiple projects

- Creating a resource pool
- Viewing assignment details in resource pool

16. Sharing Data

- Copy data to other programs
- Opening other file formats in project
- Saving other file formats from project
- Creating visual reports with Excel and Visio