

Grapevine Computing

Microsoft Project - Create and Plan a Project Plan

Duration: Two days

Overview: You need to gather information about the various tasks involved, resources required to accomplish the tasks and the overall cost in order to plan a project, then Microsoft Office Project Professional is the tool to do this. In this course, you will create and modify a project plan; once the plan is created, you will set a baseline, track project actuals and report against the plan using Microsoft Project.

Who should attend: This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Content

Getting Started with Microsoft Project

- Introduction to Microsoft Project
- Explore the Microsoft Project Environment
- Display an Existing Project Plan in different Views

Creating a Project Plan

- Create a New Microsoft Project Plan
- Setting Project Working Time
- Project Information
- Create Summary Stages or Phases
- Editing the Task List
- Defining the Activity List
- Creating and Applying Task Calendars
- Creating the Work Breakdown Structure

Creating the Project Schedule

- Task Durations
- Defining Milestones
- Automatic Scheduling
- Task Relationships
- Adding Stages to the Timeline
- Identifying the Critical Path

- Working with Constraints and Deadlines
- Recurring Activities
- Add Notes to a Task
- Referencing Other Files in Tasks

Managing Resources in a Project Plan

- Resource Types
- Working with Resource Calendars and Availability
- Adding Resource Costs
- Assigning Resources to Tasks
- Effort Driven Scheduling
- Resolve Resource Overallocation

Introduction to Project Tracking

- Setting a Project Baseline
- Entering Actuals
- Viewing Progress in a Project Plan

Viewing and Reporting Project Detail

- Filter, Group and Highlight Project Information
- Printing Views
- Using Standard Reports in Microsoft Project

Recommended follow-on courses: Modify and Track a Project