

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

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Microsoft Project - Modify and Track a Project

Duration: Two days

Overview: You have already learnt how to create and edit basic plans in Microsoft Project. You will now see how to manage cost effectively and track the progress of plans in Project. You will exchange project plan data with other applications, customise elements, automate activities in Project with macros and reuse project plan information.

Who should attend: Delegates should have completed or be familiar with the content of the Create and Plan a Project Plan course and have an understanding of Project Management concepts.

Content

Manage Costs in Microsoft Project

- Assign Different Cost Rates to Resources
- Change the Resource Cost on Individual Tasks
- Alter Costs Based on Time Periods
- Assign Overtime Costs and Work to Resources

Work with Multiple Projects

- Use and Manage Workspaces
- Create a Programme Plan
- Consolidated Project Plans
- Create Interdependencies between Projects
- Identify the Critical Path or Paths in a Programme
- Create a Shared Resource Pool
- Assign Resources using a Resource Pool
- Use Cost Rate Tables with a Resource Pool

What If Analysis

- Earned Value
- View Multiple Baselines in a Single Project
- Use Interim Plans

Import and Export Project Information

- File Formats Supported by Microsoft Project
- Topic B - Map Project Information
- Export Microsoft Project Information
- Import Information into Microsoft Project
- Use Visual Reports in Microsoft Project

Track Progress and Project Actuals

- Enter Task Progress as Scheduled
- Update a Project Using the Status Date
- Reschedule Incomplete Work
- Update Task Actuals
- Report Against Progress
- Move a Project

Customise Microsoft Project

- Work with the Timeline Feature
- Create Custom Fields
- Create Custom Filters
- Create Custom Tables
- Create Custom Views
- Create Custom Reports
- Create Templates
- Use the Organizer
- Create a Basic Macro