

MS Project

Introduction – 1 Day



PREREQUISITES

- No previous experience of MS Project is required.

BENEFITS

- Microsoft Project, the world's most popular project management software, is a powerful application that you can use to efficiently plan, manage, and communicate project information.
- If you need software to handle dynamic scheduling, manage resources, and support better communication, Microsoft Project is the tool for you. It is designed for anyone who oversees a team, plans a budget, juggles schedules, or has deadlines to meet.

COURSE CONTENT

General

- Start Project
- Summary Information – Project, Stats, & Document
- Link Projects & Insert Projects Into An Existing Project

Gantt Chart

- Interpretation Of
- Change The Timescale
- Customise Screen & Chart

Task Relationships

- The 4 Relationship Types
- Establish Links
- How To Use Slack
- Lag & Lead Time
- Outline The Schedule (ie Create Subtasks)

Task Properties

- Task Duration Types
- Milestones
- Sort Tasks
- Set Time Constraints & Deadlines

Filters

- Use Standard
- Apply Autofilters

Critical Path

- Display
- Display With Filter

Resources

- Create Using Resource Sheet
- Assign To Tasks

Reduce Project Duration

- Lag & Lead Time
- Add Resources To Appropriate Tasks (Resource Driven)

Calendar

- Edit Existing Calendar - Change Working Times, etc

Baseline Plan

- Use Of
- Set Baseline

