



The Microsoft Project Workshop Standard Edition

Learn how to use Microsoft Project to develop project plans that will simplify managing your projects. Avoid pitfalls and save yourself hours of time by learning how to build a project plan properly. This course will equip you with the knowledge and skills that you need to create the plan, execute, track and monitor work, generate meaningful reports and close the project. Managing is so much easier when you know how to use the tools in a way that supports your best efforts.

Prerequisites

Basic project management concepts covered in The Essentials

Bring your laptop with MS Project 2003 or MS Project 2007 installed

Who Should Attend

- Project team members
- Project and program managers
- Operations managers
- Managers of corporate departments
- Executive Directors of non profit organizations
- Executives with business planning responsibilities
- Professional engineers
- Information technology professionals

Learning Outcomes

After attending the Microsoft Project Workshop you will be able to:

- Establish company standards for using MS Project
- Build a Gantt chart with phases, milestones, tasks, and deliverables
- Fine tune the schedule to help you manage critical deadlines
- Assign resources to tasks and manage overloads
- Consolidate multiple projects and examine resource usage across them
- Create a baseline and track progress on tasks and the project over all
- Generate and print project reports

MODULE 1

The MS Project Environment

- Short cuts for navigation
- Menus, tool bars, the project guide
- Understanding the table and Gantt chart
- Opening, closing and saving project files

MODULE 2

Before Starting a New Project

- Enter project information
- Build project calendars
- Set project options

MODULE 3

Developing the Task List and WBS

- Work breakdown structure terms
- Enter summary, activity, and milestone tasks
- Collapse, expand, and edit the task list
- Checking the WBS structure

MODULE 4

Building the Project Schedule

- 4 types of task dependencies
- Use lead and lag
- Display the critical path and negative slack
- Apply scheduling constraints
- Resolve scheduling conflicts

MODULE 5

Resource Management

- 4 factors affecting resource management
- Create a resource pool using work and material resources
- Assigning people to tasks
- Splitting tasks, delayed starts, and work contours
- 3 methods for shortening task duration
- Resource cost management

MODULE 6

Consolidating and Managing Multiple Projects

- Build a shared resource pool
- Create a consolidated project file
- Examine resources in multiple projects
- Level resources across multiple projects

MODULE 7

Baselines and Tracking Progress

- Set a baseline
- Tracking Gantt view
- Update progress on tasks
- Update progress on the entire project

MODULE 8

Printing Project Reports

- Create and use built in reports
- Printing the project plan