

Microsoft Project Essentials

Managing Projects the Easy Way

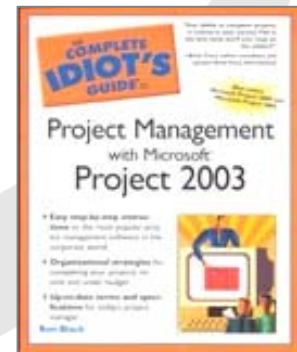
Manage your project's detail without losing sight of the big picture. This introductory course helps professionals new to project management software create schedules and control resources using MS Project Standard and Professional in stand-alone mode. The feature-rich software is tamed with a step-by-step approach, a comprehensive Action Guide, and hands-on exercises.

Participants master the basic skills and best practices to create realistic schedules, control resources, track progress, and manage costs for stand-alone projects and project portfolios with shared resource pools. For geographically dispersed teams, participants learn how to use MS Project's powerful collaboration and communication features.

Learn directly from the author of the popular *Complete Idiot's Guide to Project Management with MS Project 2003*. Tailored for all stand-alone versions of MS Project.

Learning Objectives

- Demonstrate the ability to organize the project's work breakdown structure hierarchy using work summaries, tasks and milestones
- Enter task durations into MS Project and describe how MS Project handles effort, work, and duration calculations
- Model workflow using FS, FF, FS, and SS relationships and be able to adjust workflow starts or finishes with lead or lag time
- Demonstrate the ability to load and level resources on a single project or across a project portfolio
- Set, save, and modify baseline schedules
- Enter actual schedule and resource performance data
- Create tracking and control charts and reports
- Setup project calendars, resource pools, and other scheduling options to your organization's standards and planning needs
- Create, modify, and print custom views and reports
- Exchange data with Word, Excel, and Access programs



Formats

One- to two-day course. Often combined with Project Management Essentials

Content Outline

INTRODUCTION TO MS PROJECT

Versions and Feature Changes
Getting Around in Project
Customizing Your Workspace
Using Basic Views, Sheets, and Charts
How MS Project Schedules

CREATING THE WBS

The Work Breakdown Structure
Making the List Easy to Understand
Using Work Summaries and Milestones

WORKING WITH DURATIONS

How Project Handles Durations
Work, Resource Effort, and Durations
Estimating Best Practices
Using PERT Analysis

MODELING WORKFLOW

Workflow Strategy Best Practices
Modeling Workflow with Project
Using Constraining Dates
Creating Realistic Dynamic Schedules

WORKING WITH RESOURCES

Defining Resources and Costs
Creating Resource Calendars
Taming the Duration, Units, Work Formula
Assigning Resources
Using a Common Resource Pool
Resource Leveling Techniques

MANAGING THE PROJECT

Setting Baseline Schedules
Entering Actuals
Tracking and Control Charts
Monitoring and Communicating Status
Creating and Printing Reports

