MISCROSOFT PROJECT

COURSE SCHEDULES

1   INTRODUCING MICROSOFT PROJECT

- New Features
- Modifying the Display of the Ribbon
- Dynamic Ribbon Elements
- Changing the Width of the Ribbon
- Adapting Exercise Steps
- Features and Conventions of This Manual
- Using the Practice Files
- Getting Help
- Getting Help with Project 2010
- Exploring MS Project Screen

Lesson 1: A guided tour of Project

- Introducing Project
- The Backstage: Managing Files and Setting Options
- The Ribbon and Tabs: Finding the Features You Want
- Views: Working with Schedule Details the Way You Want

Lesson 2: Creating a Task List

- Creating a New Project Plan
- Entering a Milestone
- Organizing Tasks into Phases
- Link tasks using the mouse
- Switching Task Scheduling from Manual to Automatic
- Setting Nonworking Days
- Checking the Plan's Duration
- Documenting Tasks and the Project Plan

Lesson 3: Setting up Resources

- Setting Up Work Resources
- Entering Resource Capacity
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Setting Up Cost Resources
- Documenting Resources

Lesson 4: Assigning Resources

- Assigning Work Resources to Tasks
- Controlling Work When Adding or Removing Resource Assignments

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Lesson 5: Formatting and Sharing your Plan

- Customizing the Gantt Chart View
- Customizing the Timeline View
- Drawing on a Gantt Chart
- Copying Views
- Printing Views
- Customizing and Printing Reports

Lesson 6: Tracking Progress on Tasks

- Saving a Project Baseline
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks
- Key Points

2   PROJECT INTERMEDIATE

Lesson 7: Fine Tuning Task Details

- Adjusting Task Relationships
- Setting Task Constraints
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Setting Up a Recurring Task
- Viewing the Project's Critical Path
- Scheduling Summary Tasks Manually
- Inactivating Tasks

Lesson 8: Fine Tuning Resource Details

- Setting Up Resource Availability to Apply at Different Times
- Entering Multiple Pay Rates for a Resource
- Setting Up Pay Rates to Apply at Different Times
- Setting Up Material Resources

Lesson 9: Fine Tuning Assignment Details

- Delaying the Start of Assignments
- Applying Contours to Assignments
- Applying Different Cost Rates to Assignments
- Assigning Material Resources to Tasks
- Viewing Resource Capacity
- Adjusting Assignments in the Team Planner View

Lesson 10: Fine Tuning the Project Plan

- Examining Resource Allocations over Time
- Resolving Resource Overallocations Manually
- Leveling Overallocated Resources
- Checking the Project's Cost and Finish Date

Lesson 11: F Project Details

- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Create Custom Fields Quickly
- Customizing Views

Lesson 12: Tracking Progress on Tasks and Assignments

- Updating a Baseline
- Tracking Actual and Remaining Values for Tasks and Assignments
- Entering Actual Costs Manually
- Tracking Timephased Actual Work for Tasks and Assignments
- Project Management Focus:
  Collecting Actuals from Resources
- Rescheduling Incomplete Work

Lesson 13: Viewing and Reporting Project Status

- Identifying Tasks that Have Slipped
- Project Management Focus: Is Variance Ever a Good Thing?
- Project Management Focus: Getting the Word Out
- Examining Task Costs
- Examining Resource Costs
- Reporting Project Cost Variance with a Stoplight View

Lesson 14: Getting your Project back on Track

- Troubleshooting Time and Schedule problems
- Troubleshooting Cost and Resource problems
- Troubleshooting Scope-of-Work Problems

Lesson 15: Applying Advanced Formatting and Printing

- Formatting a Gantt Chart View
- Formatting a Timeline View
- Formatting a Network Diagram View
- Formatting a Calendar View
- Printing Views: Advanced Options
- Printing Reports: Advanced Options
- Key Points

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Lesson 16: Customizing Project

- Sharing Custom Elements Between Project Plans
- Recording Macros
- Editing Macros
- Customizing the Ribbon and Quick Access Toolbar
- Key Points

Lesson 17: Sharing Project Information with Other Programs

- Copying Project Data to Other Programs
- Opening Other File Formats in Project
- Saving to Other File Formats from Project
- Working with File Formats from Previous Versions of Project
- Generating Visual Reports with Excel and Visio
- Guided Tour: Synchronizing Task Lists Between Project and SharePoint (Project Professional only)
- Key Points

3 PROJECT ADVANCED

Lesson 18: Consolidating Projects and Resources

- Creating a Resource Pool
- Creating a Dedicated Resource Pool
- Viewing Assignment Details in a Resource Pool
- Updating Assignments in a Sharer Plan
- Updating a Resource's Information in a Resource Pool
- Updating All Plans' Working Times in a Resource Pool
- Linking New Project Plans to a Resource Pool
- Opening a Sharer Plan and Updating a Resource Pool
- Consolidating Project Plans
- Creating Dependencies Between Projects
- Key Points

Lesson 19: A Short Course in Project Management

- Understanding What Defines a Project
- The Project Triangle: Viewing Projects in Terms of Time, Cost, and Scope
- Time
- Cost
- Scope
- Time, Cost, and Scope: Managing Project Constraints
- Managing Your Projects with Project

Lesson 20: Roadmap for Developing your Project Management Skills

- Joining a Project Learning Community
- Joining a Project Management Learning Community
- Final Words

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Name of Course	Description	No of Days	Cost per Delegate MS Teams	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Project Introduction	Understanding the MS Project Environment, Creating Tasks, using Resources, Formatting and Tracking Progress	1	1100	1200	1300
Project Intermediate	Fine Tuning Tasks, Resources, Assignments and Plans. Viewing, printing and getting projects back on track.	1	1100	1200	1300
Project Advanced	Advanced formatting, printing, sharing and consolidating projects with theory coponents of Project Management	1	1100	1200	1300
Project Mng Tools and Techniques	Apply a range of project management tools	2	2000	2150	2250

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