



## Microsoft Project (2 Days)

2010



# Topics Covered:

## ➤ Microsoft Project Basics

- ✓ How Microsoft Project Works
- ✓ Starting Microsoft Project
- ✓ The Microsoft Project Screen
- ✓ How Microsoft Project 2010 Works
- ✓ Using The Ribbon
- ✓ Understanding The Backstage View
- ✓ The Project Work Area
- ✓ Working With Views
- ✓ Working With Split Screens
- ✓ Understanding Sheet Views
- ✓ Working With Tables
- ✓ Gantt Chart View
- ✓ Working The Gantt Chart View
- ✓ Working With The QAT
- ✓ Working With Files
- ✓ Exiting From Microsoft Project

## ➤ Project Management

- ✓ Tasks And Resources
- ✓ The Importance Of Planning
- ✓ Project Management Tools
- ✓ Using A Computer For Project Management

## ➤ Creating A New Project

- ✓ Steps In Creating A Project
- ✓ Understanding Your Project
- ✓ Creating A New Project File
- ✓ Understanding The Calendar Options
- ✓ Changing The Calendar Options
- ✓ Working With Calendars
- ✓ Modifying The Standard Calendar
- ✓ Entering Public Holidays
- ✓ Creating A New Calendar
- ✓ Setting Up Project Information
- ✓ Entering File Properties

## ➤ Creating Tasks

- ✓ Understanding Tasks
- ✓ Understanding Scheduling Icons
- ✓ The Rostadium Case Study Tasks
- ✓ Reviewing The Project
- ✓ Entering Tasks
- ✓ Creating Summary Tasks
- ✓ Working In A Sheet View
- ✓ Working With Summary Tasks
- ✓ Working With Task Views
- ✓ Examining Task Information
- ✓ Understanding Task Durations
- ✓ Entering Task Durations
- ✓ Checking Progress
- ✓ Entering Milestones

## ➤ Scheduling

- ✓ Understanding Task Dependencies
- ✓ Creating Dependencies Automatically
- ✓ Creating Dependencies In Task Entry
- ✓ Creating Dependencies In Task Information
- ✓ Creating Dependencies In A Sheet View
- ✓ Fine Tuning A Schedule Using Dependencies
- ✓ Auto Scheduling Tasks
- ✓ Critical Path And Project Slack
- ✓ Viewing The Critical Path
- ✓ Examining Task Slack
- ✓ Understanding Lag Time
- ✓ Entering Lag Time
- ✓ Understanding Lead Time
- ✓ Entering Lead Time

## ➤ Resourcing A Project

- ✓ Understanding Resources
- ✓ Entering Work Resources
- ✓ Entering Material Resources
- ✓ Entering Cost Resources
- ✓ Assigning Calendars To Resources
- ✓ Understanding Resource Availability
- ✓ Adjusting Resource Availability
- ✓ Changing The Unit Display

## ➤ Resourcing Concepts

- ✓ Resource Assignment Calculations
- ✓ Task Types And Work Effort
- ✓ Creating A Simple Assignment
- ✓ Working With Fixed Unit Tasks
- ✓ Working With Fixed Duration Tasks
- ✓ Making Multiple Assignments
- ✓ Adding Additional Resources
- ✓ Adding More Of The Same Resource
- ✓ More Resources In Multiple Assignments
- ✓ Understanding Effort Driven Scheduling
- ✓ Working With Non Effort Driven Tasks
- ✓ Working With Effort Driven Tasks

## ➤ Assigning Resources

- ✓ Simple Resource Assignments
- ✓ Assigning Part Time Resources
- ✓ Understanding Work Contouring
- ✓ Specifying Resource Usage
- ✓ Contouring Work Hours
- ✓ Assigning Specific Work Times
- ✓ Work Times For Multiple Assignments
- ✓ Problem Assignments
- ✓ Assigning Resources In Task Information
- ✓ Assigning Resources In A Sheet
- ✓ \$ VviJQIQJ 5 FMRXriFFsr:RXr RQ't rHave
- ✓ The Case Study Resources

## ➤ Resource Levelling

- ✓ Understanding Resource Levelling
- ✓ Creating Resource Chaos
- ✓ Tracking Down Over Allocations
- ✓ Checking Resource Usage
- ✓ Creating An Over Allocation Report
- ✓ Changing Work Effort
- ✓ Understanding Overtime
- ✓ Assigning Overtime
- ✓ Hiring Contract Labour
- ✓ Switching Work Assignments
- ✓ Rescheduling Tasks

## ➤ Assigning Materials

- ✓ Assigning Fixed Material Consumption
- ✓ Contouring Materials Usage
- ✓ Adding More Material Assignments
- ✓ Assigning Variable Usage Material
- ✓ Adding To A Material Assignment
- ✓ Checking Work For Materials

## ➤ Costs

- ✓ Understanding Project Costs
- ✓ Reviewing Current Costs
- ✓ Entering Variable Costs
- ✓ Case Study Variable Costs
- ✓ Assigning Daily Costs
- ✓ Assigning Per Usage Costs
- ✓ Assigning Fixed Costs
- ✓ Assigning Material Costs
- ✓ Using Another Cost Table
- ✓ Applying A Different Cost Table
- ✓ Changing Rates During A Project
- ✓ Assigning Cost Resources
- ✓ Viewing Project Costs

## ➤ Constraints And Deadlines

- ✓ Understanding Constraints And Deadlines
- ✓ Reviewing Our Project
- ✓ Adding A Constraint
- ✓ Using Elapsed Time
- ✓ Rescheduling Tasks
- ✓ Creating A Deadline

## ➤ Project Tracking

- ✓ Creating A Baseline
- ✓ Updating The Project Actuals
- ✓ Manually Updating Tasks
- ✓ Entering Delayed Tasks
- ✓ Tracking Actuals On A Gantt Chart
- ✓ Using The Tracking Box
- ✓ Viewing Task Slippage

## ➤ Printing

- ✓ Printing A Gantt Chart
- ✓ Printing Sheet Views
- ✓ Printing Tasks For Resources
- ✓ Printing Resources For Tasks



# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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## Duration:

2 Full Days

## Who should attend:

This course aims to introduce the learner to using Microsoft Project 2010 to help manage a large range of projects, from small to large scale. It covers the important aspects of dealing with tasks and resources and pays particular and crucial attention to problem areas that often arise when using a computer to help manage projects. This course is intended for people who wish to learn how to use Microsoft Project to help them in project management.

## Course Pre-requisites:

This course is designed for participants with little or no knowledge of Microsoft Project 2010. However, some understanding of Windows and file management would be desirable.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Project for the Advanced User
- Project Management with Microsoft Project