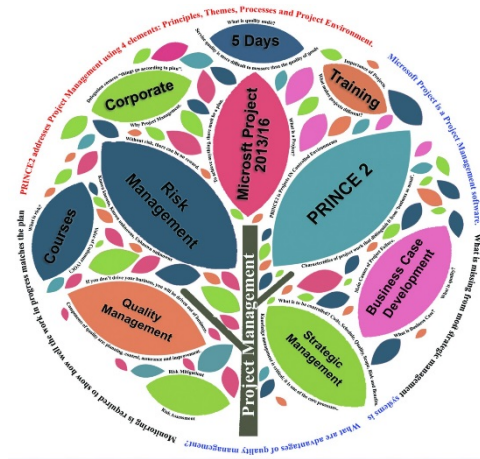# Microsoft Project Course Outline

- **Course Duration options**:
  - ✓ **Online training** – 6 weeks (2 days a week @ 2 hours per session)
  - ✓ **5 day training** (Mon – Friday)
- **Cost**: £500 UK and US$500 for international

To understand **project management**; you need to learn PRINCE2 first; nothing else. Microsoft Project focuses on how to manage and control the resource pool need on a project (people, equipment, materials etc.).

A project has quite a number of resources, hence it is impossible to manually manage them. This is where Microsoft Project computer software program comes in. To be able to meet project deadlines, budgets and resources; Microsoft Project is used:
- Create plans (schedule)
- Create and control tasks
- Manage tasks, resources and costs
- Measure progress (compare plans to actual) to find if there are deviations

Our Microsoft Project training is divided into 3 levels and each level is 5 days or 6 weeks for online training:
- Introduction to Microsoft Project (Level 1)
- Intermediate Microsoft Project (Level 2)
- Advanced Microsoft Project (Level 3)

Introduction to MS Project (Level 1)

MS Project Basics
- Starting Project
- Understanding two main tables used by Project
- Project screen and key areas
- View basics (split, sheet and Gantt chart views)
- Quick Access Toolbar (QAT)

Project Management
- What is project management?
- Tasks and resources
- Project plan

Creating a Project
- Steps in creating a project
- Project Calendar options
- Task/Resource calendars

Tasks
- Understanding tasks
- Project hierarchy
- Scheduling modes
- Creating tasks, summary tasks and milestones
- Task Information command
- Task duration
- Assigning calendar to a task

Project Scheduling
- Task dependencies and different ways of creating each
- Critical Path Method
- Slack, lag and lead times
- Examining critical path and slack
- Inactivating a task

Understanding Resources
- Resource types and units
- Creating resources and assigning calendars to resources
- Scheduling triangle
- Formulas for calculating work, duration and units
- Task types and resource work
- Assigning resources to tasks
- Effort and work driven scheduling

Assigning Resources
- Creating simple resource assignments
- Work contour types
- Specifying resources usage
- Different ways of assigning resources
- Assigning unavailable resources

Printing
- Print preview
- Printing Gantt chart and Sheet views
- Printing Tasks for Resources and Resources for Tasks

Intermediate MS Project (Level 2)

Resource Levelling
- Resolving over-allocations
- Creating over-allocation reports
- Assigning overtime to resources
- Adding new resource to cover over-allocations
- Switching work assignments
- Rescheduling over-allocated tasks

Assigning Material Resources
- Assigning fixed and variable material consumption
- Contouring material usage
- How to enter same resource twice
- Viewing tasks that have material resources applied

Costs
- Understanding variable, fixed and cost-per-use costs
- Assigning variable costs
- Assigning per-usage costs
- Assigning fixed costs
- Assigning material costs and costs resources
- Applying different cost tables
- Dealing with rates that change during Project

Constraints and Deadlines
- Different constraint types
- Adding a constraint
- Specifying elapsed time
- Rescheduling tasks
- Differences between deadline and constraint

- Moving a project start date

Project Tracking
- Activities that needs to be monitored
- Updating tasks automatically and manually
- Entering actual and delayed tasks
- Updating actuals using Tracking Box
- Viewing tasks that slipped

Project Views
- Purpose of Views
- Understanding Project Views
- Creating split and custom Views
- Placing Views on the Menu
- Deleting unwanted Views
- Hiding an open file

Tables
- Creating a custom table
- Different ways of adding fields
- Text, flag, lookup and hyperlink custom fields
- Using a custom table

Controlling Displayed Data
- Understanding highlight, filter and grouping tools
- Applying highlight filter
- Highlighting a range of tasks
- Differences between highlight and standard filters
- Creating and using custom filters
- Editing/deleting filters
- Grouping tasks and using autofilters

Formatting Projects
- Understanding the timescale
- Changing timescale time periods
- Formatting non-working time
- Gridlines and progress lines
- Changing text and Gantt chart styles

Advanced Printing
- Placing print commands on Ribbon
- Inserting page breaks, headers and footers
- Working with the Legend
- Fitting a report to specific pages

- Exporting to PDF

Advanced MS Project (Level 3)

Understanding custom fields
- Creating and inserting custom fields into appropriate table
- Using formulas to calculate values
- Using functions and learning statement components
- Custom fields graphical indicators
- Entering Lookup Table values

Work Breakdown Structure (WBS) mapping and codes
- WBS hierarchy and codes
- Creating and editing custom WBS codes

Working with custom Views
- Creating a custom filter
- Creating a custom group
- Creating a custom table
- Creating a custom view
- Deleting a custom view and its components

MS Project Graphical reports
- View Report commands
- Running a built-in graphical report
- Formatting chart report object
- Manipulating data in a report object
- Filtering data in a report object
- Cloning a report
- Creating a new graphical report
- Enhancing appearance of a graphical report
- Making a custom report available globally
- Deleting unwanted reports

Understanding Visual Reports
- Visual report categories
- Creating a visual report from a template
- Displaying fields in an Excel visual report
- Changing the X-axis categories
- Filtering a visual report
- Formatting a visual report
- Saving and using custom template

MS Project Templates
– Examining available Templates
– Saving a Project as a template
– Creating a new Project from a custom template
– Setting and using personal templates folder
– Project Global Template
– Applying a table from the Global template

Techniques in linking and combining Projects
– Tools for linking Projects
– Combing Projects into a Master Project
– Outlining; collapsing/expanding tasks
– Changing data in combined Projects
– Working with a subproject file
– Inserting subprojects into an existing Project
– Breaking subproject links
– Creating a task link in a project

Understanding Resource Sharing
– Creating a common resource pool file
– Linking Project to a resource pool
– Assigning resources from a pool file
– Managing shared resources
– Creating and working with a resource master file

Downsizing larger Projects
– What is downsizing a Project?
– Creating a resource file for downsizing
– Creating downsized mater file
– Setting task links in a master project

How data from a Project can be used in other applications
– Ways of getting data out of Project
– Copying Gantt chart and table data
– Linking and exporting data to Excel