TCS Training

Microsoft Project

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Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: The aim of this comprehensive one day course is to provide a new user or user with little experience of Microsoft Project software the confidence to create a new project. Create a new calendar, generate phases, apply costs, allocate resources and then tracking the project. Users will also export information and generate reports.

Course Objectives	Explanation / Example
Identify the role of Microsoft Project software	Define a project and how Project can help with planning
Examine the Microsoft Project screen elements	Use an existing project - tour Project, create timelines, change fonts/colours
Create Project Calendars	Create working times for the project
Set up a new project with tasks and durations	Enter tasks and how long you think they will take
Create Summary tasks	Break the project into phases eg: Planning phase, Building phase
Compare the Task Dependency Types	How one task depends on another eg: task must finish before next task starts
Link and unlink tasks	Methods to link and unlink tasks
Apply constraints	Constrain a task for example; demolition can't start before 1st Sept
Understand and show the Critical Path	Turn on the critical path – show tasks that if delayed will affect project finish
Change appearance of the Gantt Chart	Set your own fonts, styles and colours, trace task paths
Enter Fixed Costs	Allocate planned costs to tasks
Input and Assign Resources	Assign people to do the tasks
Resolve Resource Allocation problems	Identify when you've asked someone to do two things at the same time
Track the Project	Save the plan and track what actually happened – compare to the plan
Set up Gantt chart for printing	Adjust print settings to print a meaningful information
Examine Reports	Generate reports from Project eg: tasks running late, completed tasks to date
Create a Template	Create a master project with all the settings used on a regular basis
Filter Information	Filter to show only the information you would like to see / print
Export information to Excel and publish to a PDF	Send information to Excel and publish as a PDF (portable document format)