



Computer Consultants Corporation

Microsoft Project

Comprehensive Introduction

Length of course: 2 days (12 hours)

Prerequisites: Introduction to Windows or equivalent exposure.

Learning Objectives: This course explores the use of Microsoft Project to manage projects by allocating and tracking time, money and resources. Students will create new projects, enter task and resource data, and produce task and status reports.

Introduction

- Introduction to Project Management
- Project Terminology
- Overview of Microsoft Project

Creating a Project

- Designing the Project
- Project Constraints
- Start and Finish Dates

Tasks

- Creating Tasks
- Defining Durations
- Milestones
- Task Dependencies
- Task Types
- Copying, Moving and Deleting Tasks
- Outlining Tasks

Managing Resources

- Defining Resources
- Assigning Resources to Tasks
- Working with Combination Views
- Resource Workloads
- Resource – Cost Relationship
- Optimizing Resources & Costs
- Resolve Resource Conflicts

Managing the Schedule

- Changing the Work Time (Calendars)
- Date Constraints for Tasks
- Determine Critical Path
- Shortening the Critical Path

Tracking Project Status

- Setting the Baseline
- Tracking Actual Progress
- Tracking Actual Cost
- Estimating Percent Achieved
- Reviewing the Project
- Comparing Baseline to Current Plan

Customizing Views

- Adding and Removing Columns
- Sorting and Grouping
- Applying Filters
- Using Multiple Filters

Reports

- Standard Reports
- Customizing Reports

Printing

- Printing Views
- Printing Reports

Multiple Projects

- Creating Cross-Project Dependencies
- Working with Sub-Projects
- Creating a Resource Pool