

Project Management with Microsoft Project

2 Day Course

Overview

This course is designed for new users and frustrated users of Microsoft Project. Our typical student has attempted to learn Project and after encountering seemingly unsolvable problems, decided to seek instructor-led training from an experienced instructor. Unlike teaching Word or Excel, teaching MS Project effectively requires an experienced Project instructor with significant project management experience. This is exactly what you'll receive from Thoughtware Technologies.

This course covers project management basics, where project management software fits in - and how to use MS Project to effectively manage projects. The scheduling engine built into Project can do some very strange things until you understand it and master the techniques required to use it effectively.

Prerequisites

Working knowledge of Windows is required; spreadsheets and project management concepts, recommended.

Materials Provided

Our coursebook, Project Management with Microsoft Project, and a certificate of completion.

Project Management

What is a Project? What is Project Management?
Project Management vs. Operations Management
Skills Required by Project Managers
Defining and Managing Scope and Assumptions
Project Phases Common to All Projects
Managing Time, Cost and Quality (Project Triangle)
Project Management Body of Knowledge (PMBOK)
Project Management Certifications: Project+, PMP

Introduction to Microsoft Project

The Role of Project Management Software
Exploring Components of the Project Interface
The Database: Tasks, Resources and Assignments
Calendars and the Schedule
Working the Gantt Chart and other Project Views
Applying Different Tables and Forms to Views
Set Up Different Interfaces for Different Functions
Filtering, Sorting and Grouping Project Data

Creating New Projects

Project Properties and Your Working Options
Forward or Backward Scheduling
The Role of the Project Calendar
Creating and Working with the Task List
Specifying Task Durations (Duration vs. Work)
Creating Phases with Outlines and Milestones
What is a Work Breakdown Structure?

Planning and the Schedule

Resource Driven vs. Dependency Driven
Scheduling
Task Relationships and When to Use Them
Relationship Types and How They Effect
Scheduling
Working Time, Elapsed Time and the Difference
Effect of Lead Time and Lag Time on the Schedule
Constraints, Deadlines and the Difference
Types of Slack and the Critical Path
When to Use Task Calendars

Working with Resources

Resource and Cost Information
Defining a Resource Pool for a Single Project
Resource Types and Scheduling
Base Calendars and Resource Availability Over
Time
Task Duration, Resource Units and Work Defined
The Balancing Formula in the Scheduling Engine
Fighting with the Scheduling Engine, and Winning
Using the Right Interface for Assigning Resources
Assigning Other Costs and Materials
Viewing Schedule and Cost Information

Refining and Adjusting the Schedule

Critical Tasks and the Critical Path
Identifying and Working with Types of Slack
Compressing and Adjusting the Project Schedule
Compressing and Adjusting the Project Budget
Finding and Fixes Overallocated Resources

Tracking and Staying on Track

Baselines and Comparative Project Status
Reporting
Techniques for Recording Actual Work Completed
Working with Variations from Plan
Analyzing Performance and Cost
Critical Tasks and the Critical Path

Communicating Project Status

Customizing Project Views, Filters and Forms
Using Standard Reports / Creating Custom Reports
Sharing Custom Objects with Other Projects
Understanding Global.mpt and the Organizer
Interfacing with Other Applications

Managing Multiple Projects

Creating and Using Project Templates
Working with a Shared Resource Pool
Working with Master Projects and Subprojects