



## MICROSOFT Project Fundamentals

### Who Should Attend:

This course is designed for attendees of the Project Planning Breakthroughs program and, individuals who are responsible for monitoring the execution of a project and/or have multiple projects to administer.

### Format:

- 1-day instructor-led session or
- 2 x 4-hour web-based virtual classroom sessions

### Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

### Related Training:

- Project Planning Breakthroughs
- Microsoft Project Fundamentals
- Project Planning

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## Execute your projects on-time and on-budget

This program will enable participants to avoid common pitfalls and become competent users of Microsoft Project. By the end of this training, users should be comfortable using the program, by being able to create and manage a reasonably complex project.

### This course will help you:

- Immediately improve the application of MS Project to your project workload
- Allocate and share resources, and resolve conflicts among them
- Produce reports of value, both in standard and customised formats
- Accurately monitor multiple projects through proven tracking and updating techniques
- Understand and navigate Microsoft Project tables and views
- Set up project calendars, enter working and non-working times
- Create a new project from scratch
- Create tasks, enter task durations, summary tasks, and milestones
- Entering complex relationships including lag and lead time
- Establish a resource pool, assign resources, identify over allocations, and level resources
- Apply task constraints and deadlines
- Monitor projects including baseline analysis

# Course Overview:

## Unit 1 - Take a Quick Tour

- How Does Microsoft Project Work?
- Opening a Template
- Viewing and Understanding Gantt Entry / Gantt Schedule / Gantt Cost, etc.
- Inserting, Re-naming and Hiding Fields
- Displaying and Editing the View Bar
- View Bar Icons
- Relationship Models (Dynamic Scheduling)
- Linking and unlinking tasks
- Splitting tasks
- Adding Summary Headings and Milestones
- Using the Outline Tool
- Viewing the Task Information Box
- Moving About a Sheet

## Unit 2 - The Upsize Project

- New Project Overview
- Understanding the Upsize Project
- General Manager (GM)
- Director of Information Technology (DIT)
- Personnel and Administration Manager (PAM)
- Building and Maintenance Services Technician (BMST)

## Unit 3 - Creating a New Project

- Setting Specific Calendar Options
- Pitfalls in Changing Options
- Adjusting the Standard Calendars
- Creating a New Calendar
- Specifying Project Summary Information
- Specifying Project Information

## Unit 4 - Creating Tasks

- Overview of Creating Tasks
- Entering Tasks
- Creating Summary Tasks
- Working with Summary Tasks
- Entering Milestones
- Format Task Names

## Unit 5 - Tasks Durations and Checking Status

- Task Duration Overview
- Entering Task Durations
- Upsize Durations
- Checking Project Status
- Understanding Project Slack

## Unit 6 - Creating Task Relationships

- Overview of Creating Relationships
- Entering Lag Time
- Entering Lead Time
- Creating Relationships Using the Link Tool
- Creating Relationships Using Task Entry
- Using Task Information for Relationships
- Creating Relationships in a Sheet

## Unit 7 - Resourcing a Project

- Overview of Resourcing
- Creating a Resource Pool
- Assigning Calendars to Resources
- Adjusting Resource Information



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# Course Overview continued:

## Unit 8 - Assigning Resources

- Overview of Assigning Resources
- Assigning Part Time Resources
- Assigning Resources Using Task Entry View
- Effort Driven Logic
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources That You Don't Have
- Assigning ALL remaining resources

## Unit 9 - Resource Levelling

- Resource Levelling Overview
- Tracking Down Over-allocations
- Assigning Overtime

## Unit 10 - Constraints and Deadlines

- Overview of Constraints & Deadlines
- Reviewing Our Project
- Adding a Constraint
- Creating a Deadline

## Unit 11 - Project Monitoring

- Overview of Project Monitoring
- Creating A Baseline
- Getting Project to Update Progress
- Manually Updating Task Progress
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage



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