

Project – Managing a Project

Duration: 1 Day

Description

This one day course has been designed to introduce the concepts of managing and tracking a project using Microsoft Project as the tool.

You will receive practical and hands on experience with Microsoft Project.

Prerequisites

A basic knowledge of planning techniques
Project – Planning a Project

Who Should Take This Course?

Users of Project who want to increase their effectiveness in managing projects.

Objectives

- ✓ Review of Introductory Topics
 - ✓ Formatting the GANTT Chart.
 - ✓ Project Views
 - ✓ Customising Views
 - ✓ Resolving Resource over-allocation
 - ✓ Managing Costs
- Tracking Progress

Course Outline

Review Entering and Manipulating Tasks

Review Entering and Manipulating Resources.

Formatting the GANTT Chart

- Using the Gantt Chart Wizard to run Critical Path
- Formatting Bar Styles in the Gantt Chart

Project Views

- Using views
- Working with Groups
- Working with Filters

Customising Views

Working with the Schedule and Resources

- Resource scheduling
- Resolving resource overallocations
- Resolving resource conflicts
- Contouring Work and splitting tasks

Managing Costs

- Creating Rate Table
- Assigning Fixed Costs
- Setting a Baseline
- Viewing Cost information
- Reducing Costs

Tracking Progress

- Tracking actual Work and costs
- Comparing Actual to Baseline Plan
- Updating tasks, duration and work
- Using Progress Bars

Working with Multiple Projects

- Consolidating Projects
- Sharing Resources between projects
- Creating links between projects