

Project – Planning a Project

Duration: 1 Day

Description

This one day course has been designed to introduce the concepts of planning using Microsoft Project as the planning tool.

Participants will be guided through Project's tools for planning a project and setting it up. Participants will learn how to plan a project, how to enter tasks and resources, how to identify constraints and deadlines and also to identify the critical path of the project. Students also gain hands-on experience using the different views available for the project.

Prerequisites

A basic understanding of planning techniques.

Familiarity with other MS Office applications would be helpful

Who Should Take This Course?

New users of MS Project and those who want to gain a fuller understanding of the basics of MS Project.

Objectives

- ✓ Understand Planning Methodology
- ✓ Set up a Project calendar.
- ✓ Enter and manipulate Tasks
- ✓ View Projects using different views
- ✓ Enter and manipulate Resources.
- ✓ Report and print.

Course Outline

Planning the Project

- Basic Planning Methodology
- Task Information Dialog Box
- Saving the Project

Setting up the Calendar

- Setting up the Project Calendar
- Modifying the Project Calendar
- Setting the Project start date

Tasks

- Entering tasks
- Editing tasks
- Creating Summary Tasks
- Duration
- Task Calendars
- Task relationships
- Lag and Lead
- Milestones
- Constraints and Deadlines
- Critical Path

Viewing Data

- Network Diagrams and Calendar Views
- Navigating within Project

Resources

- Entering resources
- Applying Costs to the Project
- Material Resources
- Assigning Resources
- Task Type vs Effort Driven Scheduling
- Identifying Resource overallocations

Reports and Printing

- Reports
- Printing the Gantt Chart