

## Course Outline

### Introduction to MS Project -- 1 day

This course covers the basics of Microsoft Project and delegates will arrive at the point where they can create and begin to track a Project. No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

#### **Project Management**

- Special Note about PERT Charts and Network Diagrams
- Microsoft Project
- Project 2002 Standard Vs Project 2002 Professional
- Microsoft Project Web Access
- Understanding Project Management
- MS Project Language
- Terminology
- Starting MS Project
- MS Project- The Screen
- Elements of the Default View
- The Project Guide
- Views and Tables
- The Tracking Gantt View
- MS Project - Menus
- MS Project - The Toolbars
- Loading and Viewing a Project
- Project Management
- The Stages of Project Management
- Project 2002 - Operational Basics
- A Work Breakdown Structure (WBS)
- 24

#### **Planning the Project**

- Complete the Project Definition
- Project Planning
- Complete the Project Plan
- Where to Begin with MS Project
- Exercise Defining the Project
- Viewing a Project with Network Diagram
- The Calendar
- Creating a New Base Calendar
- Save the New Project File
- Ending a Project Session

#### **Task Entry and Task Linking**

- Project Guide Wizards
- Exercise; Create a Project
- Entering Tasks
- The Task Entry Form
- Exercise; Add Tasks to your Project
- Linking Tasks
- The Outlining View
- Defining the Summary Tasks
- Starting and finishing tasks on time
- Create deadlines and constraints for tasks
- Other Methods of Adding Tasks
- The Project and Task Baseline
- Exercise; Save Baselines for your project
- The AutoCorrect Feature

#### **Resources and Resource Entry**

- Resources
- The Resource Sheet
- Exercise; Add resources using the Project Guide
- Entering Material Resources using the Project Guide
- Multiple Calendars
- Set Resource availability
- Exercise; Set a Resource Calendar
- Allocate Resources
- Exercise; Assign Resources to your project
- Modifying Resource Allocation
- View Resources
- Editing Resource Information
- Review Resource Usage
- Inserting and Deleting your Resources
- Planned Time Scale

Other courses available include Project Intermediate, Project Advanced,