

Introduction to Microsoft Project

One Day Course

Summary

Microsoft Project is the most popular desktop planning tool with over 95% share of this software market. It is inevitable that anyone involved in project management will at some point in their career make use of Microsoft Project.

Given the familiar Microsoft Office icons & styling many people start working with Microsoft Project without any formal training or true understanding of planning techniques. The frequently quoted analogy being *"you wouldn't use Word without being able to read & write, you wouldn't use Excel without being able to count, so why start using Project without understanding planning technique & the Critical Path Method?"*

Attendees are strongly encouraged to participate fully in the course, asking questions and making notes where useful. All attendees are provided with detailed course material.

Duration

This unique 1 day course takes a fresh approach to Microsoft Project training. Rather than being a walk through the product functionality, this course delivers practical techniques for building, monitoring and reporting on a project using Microsoft Project.

Pre-Requisites

Aimed at those with no existing formal Microsoft Project training this course arms you with real world skills enabling you to leverage the benefits of Microsoft Project on your next project. This course complements existing PRINCE2 or APM methodology training but equally no existing project management or Microsoft Project knowledge is required.

Attendees

This course is designed to be delivered to between 2 and a maximum of 8 people.

Course Outline

The course is divided into a series of modules. Modules are supported by explanation, demonstration, discussion and, where appropriate, practical exercises.

Your Wellington Trainer is highly experienced and may decide to deviate slightly from the course outline given below where he / she feels specific topics may be more / less relevant and useful based on your specific project environment, training needs and configuration.

No	Module Title	Module Description
1	Course Introduction	
2	Basic Project Management Principles and their business benefits	Benefits of Project Management and how Microsoft Project can support a Project Manager in effectively performing their role.
3	Microsoft Project Familiarity	Ribbon navigation explained along options available from the File Tab
4	Creating a New Project Plan	Using a Blank Project or a Template, using the Project Information dialog box.
5	Microsoft Project Defaults Explained	Task Mode and default duration and dates explained.
6	Saving a Project Plan	Saving the schedule and Auto Save
7	Editing your Task List	Adding tasks and editing the list including options for cutting and pasting tasks or clicking and dragging tasks.
8	Notes and Associated Documents	Communication is an important element in Project Success, use notes and linked documents to enhance your chances of success.
9	Structuring your Project Plan	Summary Tasks and Milestones establish a degree of order and structure for your schedule.
10	Linking Tasks, Lag & Lead options	Breakdown and then re-assemble your schedule by linking tasks and the options available to fine tune the schedule.
11	Constraints, Deadlines and Task Calendars	Avoid entering dates, use constraints where appropriate, using Task Calendars to model out of the norm situations.
12	Project Views and Tables	Viewing different aspects of your schedule in different ways for insight and analysis.
13	Timeline View	Get your message across to audiences in a powerful and impactful way.
14	Project Reports	Payback time – Project can deliver a wealth of reports on demand, sufficient to satisfy most Stakeholders.
15	Filtering, Grouping and Formatting	Manipulating data for focus and flexible analysis.
16	Baselines Explained	Setting the baseline, displaying the baseline in the Gantt Chart view and using it to illustrate the impact of delay.
17	Basic Resource Definition	People, equipment and other things that translate a plan into action.
18	Basic Assigning of Resources to Tasks	Options for assigning Resources to tasks illustrated along with the impact of doing so.
19	Printing a Project Plan	Provide Stakeholders with a visualisation of your project schedule.