Course Content

Course Description:

In this course you will cover: getting started with Project, creating a task list, setting up resources, assigning resources to tasks, formatting and printing your plan, tracking progress on tasks, fine-tuning task details, fine-tuning resource and assignment details, fine-tuning the project plan, organizing and formatting project details, printing project information, publishing project information online, sharing project information with other programs, tracking progress on tasks and assignments, viewing and reporting project status, getting your project back on track, applying advanced formatting, customizing project, measuring performance with earned value analysis & consolidating projects and resources.

Prerequisites:

Windows Level 1 or equivalent knowledge.

Topics:

MANAGING A SIMPLE PROJECT

Getting Started with Project
- Managing Your Projects with Project
- Starting Project Standard
- Starting Project Professional
- Exploring Views
- Exploring Reports
- Creating a New Project Plan
- Setting Nonworking Days
- Entering Project Properties

Creating a Task List
- Entering Tasks
- Estimating Durations
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Documenting Tasks
- Checking the Plan's Duration

Setting up Resources
- Setting up People Resources
- Setting up Equipment Resources
- Setting up Material Resources

- Entering Resource Pay by Pay Rates
- Adjusting Working Time for Individual Resources
- Documenting Resources
- Setting up a Recurring Task

Fine-Tuning Resource and Assignment Details
- Enter Multiple Pay Rates for a Resource
- Setting up Pay Rates to Apply at Different Times
- Setting Up Resource Availability to Apply at Different Times
- Delaying the Start of Assignments
- Applying Contours to Assignments
- Applying Different Cost Rates to Assignments
- Entering Material Resource Consumption Rates

Fine-Tuning the Project Plan
- Examining Resource Allocations over Time
- Manually Resolving Resource Overallocations
- Leveling Overallocated Resources
- Examining Project Costs
- Checking the Project's Finish Date

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18 Hrs

Organizing and Formatting Project Details
- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Customizing Views

Printing Project Information
- Printing our Project Plan
- Printing Views
- Printing Reports

Printing Project Information Online
- Copying Project Information as a GIF Image
- Saving Project Information as a Web Page
- Changing the Look of a Project Web Page

Sharing Project Information with Other Programs
- Copying and Pasting with Project
- Generating a Project Summary Report for Word, PowerPoint, or Visio
- Opening Other File Formats in Project
- Saving to Other File Formats from Project

Tracking Progress on Tasks and Assignments
- Updating a Baseline
- Tracking Actual and Remaining Values for Tasks and Assignments

Assigning Resources to Tasks
- Assigning Resources to Tasks
- Assigning Individual Resources to a Task
- Assigning Material Resources to Tasks

Formatting and Printing Your Plan
- Creating a Custom Gantt Chart View
- Drawing on a Gantt Chart
- Formatting Text in a View
- Formatting and Printing Reports

Tracking Progress on Tasks
- Saving a Project Baseline
- Tracking a Project as Scheduled
- Entering Task's Completion Percentage
- Entering Actual Values for Tasks

ADVANCED PROJECT SCHEDULING

Fine Tuning Task Details
- Adjusting Task Relationships
- Setting Task Restraints
- Viewing the Project's Critical Path
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Tracking Timephased Actual Work for Tasks and Assignments
- Rescheduling Incomplete Work

Viewing and Reporting Project Status
- Identifying Tasks that have Slipped
- Examining Task Costs
- Examining Resource Costs
- Reporting Project Cost Variance with a Stoplight View

Getting Your Project Back on Track
- Troubleshooting Time and Schedule Problems
- Troubleshooting Cost and Resource Problems
- Troubleshooting Scope-of-Work Problems

SPECIAL SUBJECTS

Applying Advanced Formatting
- Formatting Bar Styles in a Gantt Chart View
- Formatting the Network Diagram View
- Formatting the Calendar View

Customizing Project
- Working with the Organizer
- Recording Macros
- Editing Macros
- Customizing a Toolbar

Measuring Performance with Earned Value Analysis
- Viewing Earned Value Schedule Indicators
- Viewing Earned Value Cost Indicators

Consolidating Projects and Resources
- Creating a Resource Pool
- Viewing Assignment Details in a Resource Pool
- Updating Assignments in a Sharer Plan
- Updating a Resource's Information in a Resource Pool
- Updating All Project's Working Times in a Resource Pool
- Linking New Project Plans to a Resource Pool
- Opening a Sharer Plan and Updating a Resource Pool
- Working with Consolidated Projects
- Creating Dependencies Between Projects