

# MS Project – Introduction to Project Management

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## Overview

This 1 day course is designed to enable delegates to successfully plan, resource and budget for a project.

This course is for those who need an introduction or recap of how to use Microsoft Project for setting up the tasks and resources needed to produce an effective project plan. It provides an appreciation of concepts and terminology used in project management and introduces the delegates to tools and techniques for analysing project data and communicating the plan.

## Course Content

### MS Project Interface

- Gantt Chart
- Table of Entry

### Project Objectives, Definitions and Settings

- Project Properties
- Project Defaults
- Summary Information
- Project Schedule
- Start and End Dates
- Project Calendar defaults

### Project Tasks

- Creating, modifying, moving, copying and deleting tasks
- Task Notes
- Durations – units, elapsed
- Milestones
- Recurring Tasks

### Summary Tasks and Project Phases

- Promoting and demoting tasks
- Project Stages

### Task and Phase Relationships

- Linking / Unlinking

- Lead and Lag Times
- Four relationship types
- single and multi-task relationships

### The Critical Path

- Calculating the Critical Path
- Formatting Gantt Chart to display Critical Path

### Standard Calendar

- Change Working Times

### Project Views

- Gantt Chart
- Calendar
- Network Diagram

### Resources

- Creating a Resource Pool
- Entering Resource Information
- Creating Resource Groups
- Assigning Resource to task
- Assigning multiple resources
- Resource Calendars
- Resource Costs – single use / hourly rates
- Resource Cost Table

### **Costs**

- View the Cost Table
- Assign Fixed Cost to task

### **Filters**

- Standard and custom filters

### **Constraints**

- Task Constraints and Conflicts

### **Split Views**

- Resource Forms
- Task Forms

- Working with split views

### **Scheduling Tasks with:**

- Fixed Unit
- Fixed Work
- Fixed Duration

### **Printing, Views and Reports**

- Page Set up for Gantt Chart Printing
- Standard Reports
- Printing reports and views