

# Mastering Microsoft Project

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this course is to teach participants the skills necessary to create a Project template and a Project plan from scratch to tracking. This includes task outlines, links, leads and lags, also resource management and assignment. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Project course in a very long time or those making the transition from an older version of Project. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

## COURSE CONTENT

### INTRODUCTION

<input type="checkbox"/> INTRODUCTION TO PROJECT MANAGEMENT	<input type="checkbox"/> HISTORY & STEPS TO CREATING A PLAN
<input type="checkbox"/> SCREEN; QUICK ACCESS TOOLBAR & RIBBON	<input type="checkbox"/> TIMELINE & VIEW BAR

### PROJECT INFORMATION

<input type="checkbox"/> SET UP PROJECT INFORMATION	<input type="checkbox"/> PROJECT START DATE
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### PROJECT PROPERTIES

<input type="checkbox"/> FILE PROPERTIES	
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### PROJECT OPTIONS

<input type="checkbox"/> GENERAL, DISPLAY & SCHEDULE OPTIONS	ADVANCED & SAVE OPTIONS
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### PROJECT CALENDAR

<input type="checkbox"/> 24 HOUR, STANDARD OR SHIFT CALENDAR	<input type="checkbox"/> WORKING DAYS & TIMES
<input type="checkbox"/> NON-WORKING DAYS & TIMES	<input type="checkbox"/> PUBLIC HOLIDAYS
<input type="checkbox"/> CUSTOMISE TIME SCALE	<input type="checkbox"/> PROJECT TEMPLATES, EMAILING & PASSWORDS

### TASKS

<input type="checkbox"/> INSERT TASKS	<input type="checkbox"/> SUMMARY TASKS & SUB TASKS & MILESTONES
<input type="checkbox"/> SPELL CHECK	<input type="checkbox"/> RECURRING TASKS

### OUTLINING

<input type="checkbox"/> WORK BREAKDOWN STRUCTURE (WBS)	<input type="checkbox"/> OUTLINE NUMBERING
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### DURATIONS

<input type="checkbox"/> MINUTES, HOURS, WEEKS, DAYS, MONTHS ETC.	<input type="checkbox"/> DEFAULTS
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### PROJECT SUMMARY

<input type="checkbox"/> ZOOMING & TIMESCALE	<input type="checkbox"/> ROUND TO WHOLE DAYS
<input type="checkbox"/> POSITION NON-WORKING DAY BARS	<input type="checkbox"/> DATE FORMAT
<input type="checkbox"/> STANDARD AND ELAPSED DURATIONS	<input type="checkbox"/> SPLITTING AND UN-SPLITTING A TASK
<input type="checkbox"/> BAR STYLES	<input type="checkbox"/> WORKING WITH NOTES

### TASK LINKS, LEADS & LAGS

<input type="checkbox"/> CREATE AND BREAK TASK LINKS	<input type="checkbox"/> SCROLL TO TASK BUTTON
<input type="checkbox"/> FINISH-FINISH, START-START, START TO FINISH	<input type="checkbox"/> LAGS AND LEADS

### CRITICAL PATH MANAGEMENT

<input type="checkbox"/> ADJUSTING PROJECTS START DATE	CRITICAL PATH
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### RESOURCE MANAGEMENT

<input type="checkbox"/> INSERT RESOURCES, UNITS & COSTS	<input type="checkbox"/> RESOURCE POOL
<input type="checkbox"/> SHARE RESOURCES BETWEEN PROJECTS	<input type="checkbox"/> EDIT RESOURCE CALENDARS
<input type="checkbox"/> DIFFERENT & CHANGING RESOURCE RATES	<input type="checkbox"/> ASSIGNING RESOURCES TO TASKS
<input type="checkbox"/> FIXED TASK DURATIONS	<input type="checkbox"/> ASSIGNING RESOURCES TO TASKS
<input type="checkbox"/> WORK & RESOURCE COST FORM	<input type="checkbox"/> ASSIGNING OVERTIME

### OVERALLOCATION

<input type="checkbox"/> CHECK FOR RESOURCE OVER ALLOCATION	<input type="checkbox"/> RESOLVE OVER ALLOCATION & LEVELLING
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### COSTS

<input type="checkbox"/> ADDING FIXED COSTS TO THE PROJECT	<input type="checkbox"/> VIEWING AND WORKING WITH ALL COSTS
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### VIEWS

<input type="checkbox"/> INSERTING & HIDING COLUMNS	<input type="checkbox"/> CREATING CALCULATION COLUMNS
<input type="checkbox"/> FILTERING & HIGHLIGHT TASKS	<input type="checkbox"/> PROJECT VIEWS
<input type="checkbox"/> CRITICAL PATH, SLACK, GANTT & BAR STYLES	<input type="checkbox"/> WORKING WITH CONSTRAINTS

### BASELINE

<input type="checkbox"/> SAVING AND SETTING THE BASELINE	
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### TRACKING and REPORTING

<input type="checkbox"/> TRACKING GANTT & TRACKING TABLE	<input type="checkbox"/> UPDATE PROJECT PROGRESS
<input type="checkbox"/> PROGRESS LINES & STATUS DATE	<input type="checkbox"/> MASTER & SUB PROJECTS
<input type="checkbox"/> GANTT CHART WIZARD	<input type="checkbox"/> PRINTING & REPORTS

### KEYBOARD SHORTCUTS FOR PROJECT