

Software Solutions

Mastering

Microsoft Project



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 a project calendar with exceptions, tasks & outlines, links, leads and lags, also resource management including resource calendars 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. The depth of the subject matter depends on the depth of the learners understanding.

COURSE CONTENT

PROJECT MANAGEMENT

<input type="checkbox"/> History & Project Management 101	<input type="checkbox"/> Steps To Creating and Tracking a Microsoft Project Plan
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START MICROSOFT PROJECT & THE SCREEN

<input type="checkbox"/> Office Theme	<input type="checkbox"/> Start Screen
<input type="checkbox"/> Default View	<input type="checkbox"/> Quick Access Toolbar
<input type="checkbox"/> Ribbon	<input type="checkbox"/> Timeline
<input type="checkbox"/> View Bar	<input type="checkbox"/>

PROJECT INFORMATION

FILE PROPERTIES

PROJECT OPTION SETTINGS

THE PROJECT CALENDAR

<input type="checkbox"/> To Adjust and View the Project Calendar	<input type="checkbox"/> Check Options Button Settings
<input type="checkbox"/> Setup Nonworking Days and Public Holidays	<input type="checkbox"/> Setting Up Exception Days
<input type="checkbox"/> Managing The Timescale	<input type="checkbox"/> Create A Project Template
<input type="checkbox"/> Creating A Project Based on A Template	<input type="checkbox"/> Saving A Project
<input type="checkbox"/> Password Protecting a Project File	<input type="checkbox"/> Emailing Your Project File

INSERT, DELETING, EDITING, PROMOTING AND DEMOTING TASKS

<input type="checkbox"/> Summary Tasks	<input type="checkbox"/> Sub Tasks
<input type="checkbox"/> Spell Check	<input type="checkbox"/> Inserting Recurring Tasks

OUTLINING

<input type="checkbox"/> Work Breakdown Structure (WBS)	<input type="checkbox"/> To Show or Hide the Work Breakdown Structure
<input type="checkbox"/> Show Outline Numbers	<input type="checkbox"/>

DURATIONS

<input type="checkbox"/> Minutes, Hours, Days, Weeks, Months & Years	<input type="checkbox"/> Default Duration Unit
<input type="checkbox"/> Abbreviating Durations	<input type="checkbox"/> Milestones

PROJECT SUMMARY

<input type="checkbox"/> Zoom	<input type="checkbox"/> Status Bar Zoom Slider
<input type="checkbox"/> Round To Whole Days?	<input type="checkbox"/> Position Of Non-Working Days?
<input type="checkbox"/> Date Format?	<input type="checkbox"/> Standard Versus Elapsed Durations
<input type="checkbox"/> Bar Style	<input type="checkbox"/> Splitting And Un-Splitting A Task
<input type="checkbox"/> Add And View Notes	<input type="checkbox"/>

CREATE TASK LINKS OR RELATIONSHIPS

<input type="checkbox"/> Status Bar Zoom Slider	<input type="checkbox"/> Scroll To Task Button
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CHANGING TASK LINKS

<input type="checkbox"/> FINISH START & START START	<input type="checkbox"/> FINISH FINISH & START TO FINISH
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LAGS AND LEADS

<input type="checkbox"/> Lags	<input type="checkbox"/> Leads
<input type="checkbox"/> Change A Projects Start Date/Time	<input type="checkbox"/>

SETUP RESOURCES

<input type="checkbox"/> Work, Material and Cost Resources	<input type="checkbox"/> Decimal or percentage units
<input type="checkbox"/> Edit Standard Resource Calendars	<input type="checkbox"/> Create Resource Calendars
<input type="checkbox"/> To Assign a Base Calendar To A Resource	<input type="checkbox"/> Assign Different Rates and Rate Changes to Resources

ASSIGNING RESOURCES TO TASKS

<input type="checkbox"/> Share Resources from A Resource Pool	<input type="checkbox"/> Fixed Task Durations
<input type="checkbox"/> Assigning Resources to Tasks Using the Assign Resources Dialog Box	<input type="checkbox"/> Assigning Resources Using the Task Form in A Split View
<input type="checkbox"/> Work Form	<input type="checkbox"/> Resource Cost Form
<input type="checkbox"/> Assigning Overtime	<input type="checkbox"/>

CHECK FOR RESOURCE OVER ALLOCATION

RESOLVE OVER ALLOCATION

<input type="checkbox"/> Levelling	<input type="checkbox"/> Resolving Over Allocation Manually
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ADDING FIXED COSTS TO THE PROJECT

<input type="checkbox"/> Inserting And Hiding Columns	<input type="checkbox"/> Creating Calculation Columns
<input type="checkbox"/> Filtering Information	<input type="checkbox"/> Filtering Using the Filter Button
<input type="checkbox"/> Highlight Tasks	<input type="checkbox"/> Project Views
<input type="checkbox"/> Work Per Task	<input type="checkbox"/> Cost Per Task
<input type="checkbox"/> Work And Cost Distributed Over a Tasks Duration	<input type="checkbox"/> Work Per Resource
<input type="checkbox"/> Cost Per Resource	<input type="checkbox"/> Detailed Resource Work or Cost
<input type="checkbox"/> Resource Work or Cost Graphically	<input type="checkbox"/> Formatting
<input type="checkbox"/> Critical Path	<input type="checkbox"/> Slack
<input type="checkbox"/> Gantt Chart Styles	<input type="checkbox"/> Bar Styles

SAVING YOUR BASELINE

- Saving And Setting the Baseline

TRACKING PROJECT PROGRESS

<input type="checkbox"/> Tracking Gantt View	<input type="checkbox"/> Update Project Progress
<input type="checkbox"/> Progress Lines	<input type="checkbox"/> Status Date
<input type="checkbox"/> Display Progress Lines	<input type="checkbox"/> Creating A Master Project and Inserting Sub Project Files
<input type="checkbox"/> Printing The Gantt	<input type="checkbox"/> Project Reporting
<input type="checkbox"/> Project; Compare Projects	<input type="checkbox"/> View Reports
<input type="checkbox"/> Create A Project Report	<input type="checkbox"/> Change The Data In A Report
<input type="checkbox"/> Change How a Report Looks	<input type="checkbox"/> Make Your Own Report
<input type="checkbox"/> Share A Report	<input type="checkbox"/> Visual Reports

TOPICS OF VALUE

- Sync And Share with SharePoint Online
- Finish Date Driven Project
- Formatting Bar Styles Automatically
- Working with Timelines
 - View Timeline
 - Add And Remove Tasks
 - Multiple Timelines
 - Colour And Timelines
 - Date Ranges
 - Copy Timeline to Other Applications
- Exceptions to the Project Calendar Workdays
 - Half Day Every Saturday
 - Work The Odd Saturday
- Customise The Legend When Printing the Gantt Chart
- PROJECT SHORT CUT KEYS & PROJECT TERMINOLOGY**