

Project Level 2 – Intermediate

What Can You Expect?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage projects.

What Is Required From You?

You should be familiar with using a mouse and keyboard. Be comfortable in the Windows environment and be able to use Windows to manage information. Project background and theory, or working in a project related or driven environment.

2 Day Course Content

Getting Started with Project

- Understand Project Management
- Understand The Screen Layout

Create a Project Plan

- Specify Project Information
- Add File Properties
- Enter Tasks And Durations
- Create A Milestone
- Adjust Column Definition
- Move And Copy Tasks
- Insert and Delete A Task
- Create A Recurring Task

Creating Dependencies

- Understand Dependency Types
- Link/Unlink Tasks
- Change A Dependency
- Utilise Lead And Lag Time
- Display The Critical Path

Setting Up Resources

- Enter Resource Information
- Set-Up An Increase
- Add A Resource Note

Scheduling Resources

- Assign Resources To Tasks
- Remove A Resource Assignment
- Assign A Resource To A Summary Task
- Understand Effort Driven Scheduling

View and Modify Project Costs

- Analyse Task/Resource Costs
- Enter Fixed
- Create A Task Note

Working with Calendars

- Add Public Holidays To The Project Calendar
- Modify Project Working Hours
- Create A New Calendar
- Apply A Calendar To A Task/Resource

Resource Management

- Resolve Over Allocations Manually
- Level Resources

Finalise the Project Plan

- Set Task Constraints
- Save A Baseline/Interim Plan

Monitoring Project Progress

- Analyse Project Statistics
- Enter Completion
- Split A Task

Report Project Information

- Add/Format A Progress Line
- Split A Task
- Filter, Group And Sort Information
- Modify & Print Views
- View Predefined Reports

You will learn the practical process of running a project using MS Project; setting up an actual project and how to make use of the software's features and capabilities.