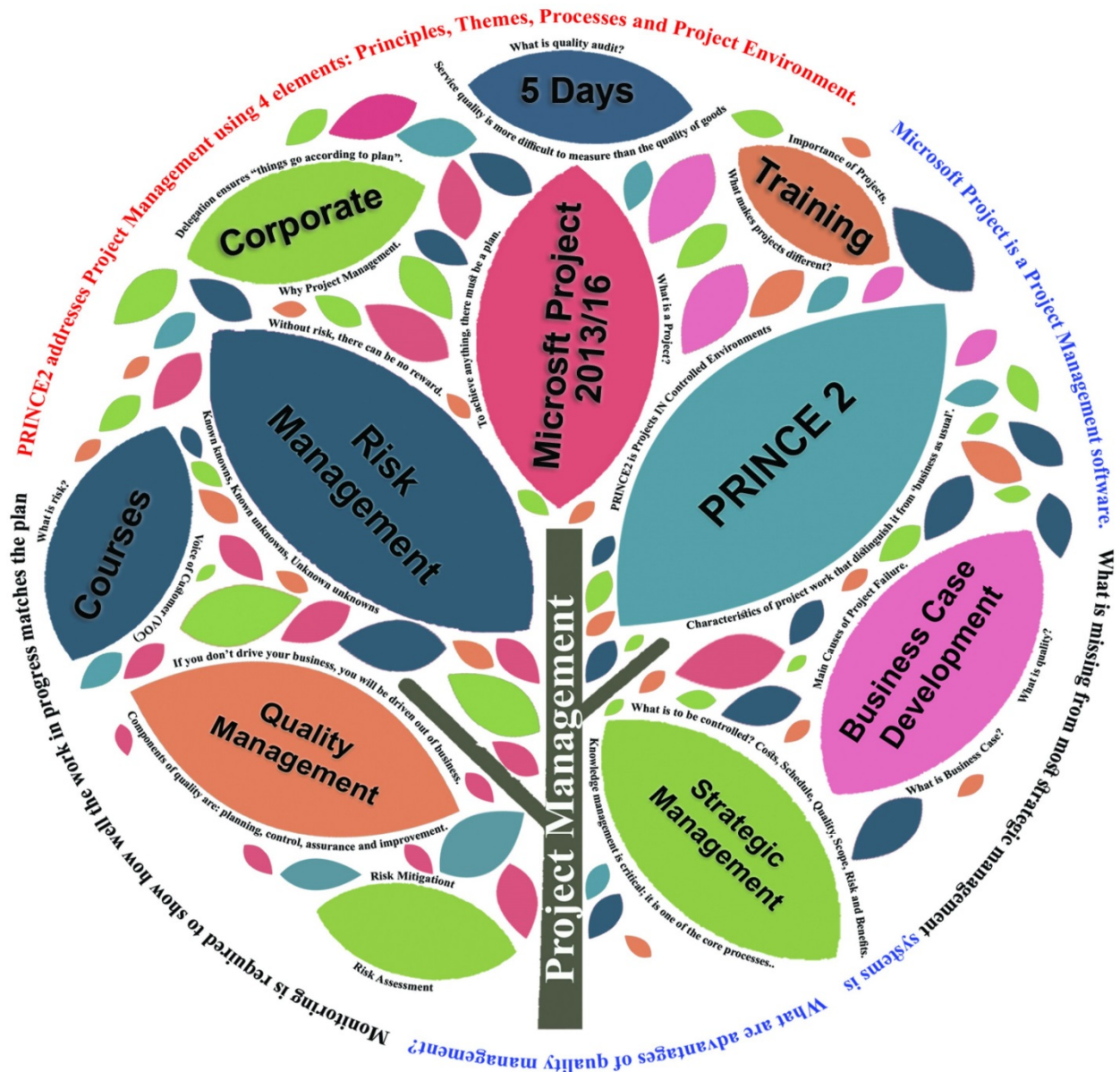




LONDON CAPITAL COMPUTER COLLEGE

Microsoft Project



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Introduction to MS Project

MS Project Basics

- Starting Project
- Understanding two main tables used by Project
- Project screen and key areas
- View basics (split, sheet and Gantt chart views)
- Quick Access Toolbar (QAT)

Project Management

- What is project management?
- Tasks and resources
- Project plan

Creating a Project

- Steps in creating a project
- Project Calendar options
- Task/Resource calendars

Tasks

- Understanding tasks
- Project hierarchy
- Scheduling modes
- Creating tasks, summary tasks and milestones
- Task Information command
- Task duration
- Assigning calendar to a task

Project Scheduling

- Task dependencies and different ways of creating each
- Critical Path Method
- Slack, lag and lead times
- Examining critical path and slack
- Inactivating a task

Understanding Resources

- Resource types and units
- Creating resources and assigning calendars to resources
- Scheduling triangle
- Formulas for calculating work, duration and units
- Task types and resource work
- Assigning resources to tasks
- Effort and work driven scheduling

Assigning Resources

- Creating simple resource assignments
- Work contour types
- Specifying resources usage
- Different ways of assigning resources
- Assigning unavailable resources

Printing

- Print preview
- Printing Gantt chart and Sheet views
- Printing Tasks for Resources and Resources for Tasks

Intermediate MS Project

Resource Levelling

- Resolving over-allocations
- Creating over-allocation reports
- Assigning overtime to resources
- Adding new resource to cover over-allocations
- Switching work assignments
- Rescheduling over-allocated tasks

Assigning Material Resources

- Assigning fixed and variable material consumption
- Contouring material usage
- How to enter same resource twice
- Viewing tasks that have material resources applied

Costs

- Understanding variable, fixed and cost-per-use costs
- Assigning variable costs
- Assigning per-usage costs
- Assigning fixed costs
- Assigning material costs and costs resources
- Applying different cost tables
- Dealing with rates that change during Project

Constraints and Deadlines

- Different constraint types
- Adding a constraint
- Specifying elapsed time
- Rescheduling tasks

- Differences between deadline and constraint
- Moving a project start date

Project Tracking

- Activities that needs to be monitored
- Updating tasks automatically and manually
- Entering actual and delayed tasks
- Updating actuals using Tracking Box
- Viewing tasks that slipped

Project Views

- Purpose of Views
- Understanding Project Views
- Creating split and custom Views
- Placing Views on the Menu
- Deleting unwanted Views
- Hiding an open file

Tables

- Creating a custom table
- Different ways of adding fields
- Text, flag, lookup and hyperlink custom fields
- Using a custom table

Controlling Displayed Data

- Understanding highlight, filter and grouping tools
- Applying highlight filter
- Highlighting a range of tasks
- Differences between highlight and standard filters
- Creating and using custom filters
- Editing/deleting filters
- Grouping tasks and using autofilters

Formatting Projects

- Understanding the timescale
- Changing timescale time periods
- Formatting non-working time
- Gridlines and progress lines
- Changing text and Gantt chart styles

Advanced Printing

- Placing print commands on Ribbon
- Inserting page breaks, headers and footers

- Working with the Legend
- Fitting a report to specific pages
- Exporting to PDF

Advanced MS Project

Understanding custom fields

- Creating and inserting custom fields into appropriate table
- Using formulas to calculate values
- Using functions and learning statement components
- Custom fields graphical indicators
- Entering Lookup Table values

Work Breakdown Structure (WBS) mapping and codes

- WBS hierarchy and codes
- Creating and editing custom WBS codes

Working with custom Views

- Creating a custom filter
- Creating a custom group
- Creating a custom table
- Creating a custom view
- Deleting a custom view and its components

MS Project Graphical reports

- View Report commands
- Running a built-in graphical report
- Formatting chart report object
- Manipulating data in a report object
- Filtering data in a report object
- Cloning a report
- Creating a new graphical report
- Enhancing appearance of a graphical report
- Making a custom report available globally
- Deleting unwanted reports

Understanding Visual Reports

- Visual report categories
- Creating a visual report from a template
- Displaying fields in an Excel visual report
- Changing the X-axis categories
- Filtering a visual report

- Formatting a visual report
- Saving and using custom template

MS Project Templates

- Examining available Templates
- Saving a Project as a template
- Creating a new Project from a custom template
- Setting and using personal templates folder
- Project Global Template
- Applying a table from the Global template

Techniques in linking and combining Projects

- Tools for linking Projects
- Combining Projects into a Master Project
- Outlining; collapsing/expanding tasks
- Changing data in combined Projects
- Working with a subproject file
- Inserting subprojects into an existing Project
- Breaking subproject links
- Creating a task link in a project

Understanding Resource Sharing

- Creating a common resource pool file
- Linking Project to a resource pool
- Assigning resources from a pool file
- Managing shared resources
- Creating and working with a resource master file

Downsizing larger Projects

- What is downsizing a Project?
- Creating a resource file for downsizing
- Creating downsized master file
- Setting task links in a master project

How data from a Project can be used in other applications

- Ways of getting data out of Project
- Copying Gantt chart and table data
- Linking and exporting data to Excel