

# MS Project

12/10 ó 09/11/2009

Demstar Education,

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This course is created to be offered and help the participants, especially designed for project managers, team members and senior management who want to use the International Standards of Project Management to help complete projects faster, cheaper and easier. It is also an ideal course for those people who need a refresher course in project management, and which the need came up for many organizations in the Cyprus market.

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" MS Project"

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Upon completion of this course, attendees will be able to:

1. Define and describe common project management terminology.
2. Use a step-by-step process to manage projects faster while using fewer resources.
3. Avoid common pitfalls and mistakes in managing projects.
4. Define their role in the global project management process.

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This course is designed for project managers, and senior management who want to use the International Standards of Project Management to help complete projects faster, cheaper and easier.

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**1**                      **12/10**                      **09:00 ó 11:45**

Exploring the Microsoft Project Environment

- Working with the Project Guide
- Examining the Gantt Chart view
- Using Project menus
- Examining the toolbars

Creating a New Project

- Opening a Project file
- Establishing Basic Project Information
- Project Calendars
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Getting Help

**2**                      **14/10**                      **09:00 ó 11:45**

Building Tasks

- Establishing Timing for Tasks
- Assigning Task Timing
- Using Recurring Tasks
- Establishing Constraints and Deadline Dates
- Manipulating the Gantt Chart to View Timing
- Entering Task Notes
- Establishing Dependencies Among Tasks
- Viewing Dependencies
- Deleting Dependencies

Creating Resources and Assigning Costs

- Deleting Dependencies
- Creating a Resource List
- Modifying Resource Information
- Modifying a resource's working hours
- Blocking off vacation time
- Using Resources and Tasks
- Handling Unusual Cost Situations

**3**                      **19/10**                      **09:00 ó 11:45**

#### Understanding the Basics of Views

- Basics of Views
- Examining Indicators
- PERT Entry Sheet
- Optimistic Gantt
- Expected Gantt
- Pessimistic Gantt
- PERT Weights
- Resourceø Views
- Taskø Views
- Printing Your Project

**4**                      **21/10**                      **09:00 ó 11:45**

#### Using Views to Gain Perspective

- Customizing Views
- Adding fields to a usage view
- Adding views
- Creating a combination view
- Ordering Tasks in a View
- Modifying the Appearance of Your Project
- Changing Projectø Looks
- Filtering Views
- Using the Gantt Chart Wizard
- Formatting Elements
- Changing gridlines
- Inserting Drawings and Objects

**5**                      **26/10**                      **09:00 ó 11:45**

#### Resolving Scheduling Problems

- Resolving Conflicts
- Adjusting dependencies
- Splitting a task
- Using the Critical Path to Shorten a Project
- Using Multiple Critical Paths

#### Resolving Resource Problems

- Spotting Resource Conflicts
- Resolving Resource Conflicts
- Switching resources
- Scheduling overtime
- Redefining a resourceø calendar
- Assigning part-time work

- Making adjustments to leveling

**6**                      **2/11**                      **09:00 ó 11:45**

Understanding Tracking

- Principles of Tracking
- Using Baselines
- Changing the Baseline
- Viewing Progress with the Tracking Gantt View
- Tracking Strategies

Recording Actuals

- Updating Process
- Calculation Options
- Updating Tasks
- Using Actuals and Costs
- Reviewing Progress

**7**                      **4/11**                      **09:00 ó 11:45**

Reporting on Progress

- Creating Text Reports
- Generating reports on costs
- Producing reports on time
- Preparing reports on work assignments
- Reporting on workloads
- Customizing reports
- Visual Reporting
- Resource usage reports
- Assignment Usage reports
- Summary reports
- Customizing visual report templates

**8**                      **09/11**                      **09:00 ó 11:45**

Coordinating Multiple Projects

- Consolidating Projects
- Setting up to use consolidation
- Inserting a project
- Using inserted projects and their source files
- Moving subprojects within a consolidated project
- Linking tasks across projects
- Changing links across projects
- Viewing Multiple Projects
- Viewing the Critical Path across Projects

- Sharing Resources Among Projects
- Creating a resource pool and sharing the resources
- Opening a project that uses a resource pool
- Updating information in the resource pool
- Quit sharing resources

**Meeting Information:**

Venue: Demstar Education, Nicosia

**Participation Fee**

Initial Cost:	€ 625
HRDA Subsidy:	(€ 380)
<b>Net Cost per Participant</b>	<b>€ 245</b>

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