

MASTERING MICROSOFT PROJECT

COURSE OVERVIEW

Learn how to unleash the powers of MS project. This course aims to provide hands-on training on the use of MS Project and discovering its features. Also, participants will create project plans and calendars, customize charts, views and tables. Moreover, participants will practice resource allocation, resource leveling, tracking progress and consolidating project plans. Finally, earned value computations will be explored where participants will learn how to control their project variances by use of built-in key performance indicators.

TARGET COMPETENCIES

- Project planning
- Task scheduling
- Data organizing
- Project execution
- Controlling performance
- Designing reports

COURSE OBJECTIVES

By completely attending this course, participants will be able to:

- Manage project constraints using MS Project
- Create project files and customize calendars
- Establish dependencies and schedule tasks
- Assign resources to project tasks
- Format network diagrams and critical path
- Track progress and update baselines
- Organize and format views and charts
- Consolidate project plans into a master plan

TARGET AUDIENCE

This course is designed to suit aspiring professionals interested in using MS Project to manage their projects. This includes:

- Project Managers
- Project Coordinators
- Project Portfolio Managers
- Team Leaders
- Business Analysts
- Executives and Senior Managers
- Project Team Members
- Consultants
- Planners and Schedulers
- Construction Managers
- Engineering Managers
- IT Project Managers

NOTES

This course includes:

- Hands-on training using MS Project.
- "Microsoft Project: Step By Step" Book will be distributed at the course.
- Use of laptop with MS Project 2016/2019 or higher version installed
- Receive 30 PDUs approved by PMI

COURSE METHODOLOGY

A variety of methodologies will be used, including: brief presentations, discussions, individual and group exercises and hands-on training using MS Project.

COURSE OUTLINE

INTRODUCTION ON PROJECT MANAGEMENT

- Definition of project
- Definition of project management
- Managing project constraints
- Process groups and knowledge areas
- Project life-cycle

STARTING A NEW PLAN

- Project interface screen
- Creating project files
- Setting project calendars
- Building a task list
- Manual and automatic scheduling

SCHEDULING TASKS

- Creating tasks dependencies
- Applying task path feature
- Entering lead and lag times
- Setting task constraints
- Applying task calendars

ASSIGNING RESOURCES TO TASKS

- Adding resources
- Applying resource calendar
- Checking resource availability
- Assigning resources to tasks
- Applying effort driven scheduling

VIEWING NETWORK DIAGRAM AND CRITICAL PATH

- Formatting network diagrams
- Analyzing critical path
- Viewing total and free slacks
- Allocating resources
- Resolving over-allocated resources

TRACKING PROGRESS

- Saving project baseline
- Tracking a project as scheduled through a specific date
- Entering task completion percentage
- Entering actual values for tasks
- Updating baseline

ORGANIZING & FORMATTING PROJECT DETAILS

- Customizing tables, views and Gantt charts
 - Sorting project details
 - Grouping project details
 - Filtering project details
- Customizing and printing reports
 - Formatting task cells
 - Customizing timeline view
 - Customize reports
- Viewing and reporting project status
 - Identifying slipped tasks
 - Spotlight views
 - Troubleshooting schedule problems

CONSOLIDATING PROJECTS AND RESOURCES

- Creating resource pool and sharer plans
- Updating assignments in sharer plan
- Linking projects to resource pool
- Changing sharer plans assignments
- Consolidating project plans
- Viewing dependencies between projects
- Earned value calculations

To register or for complete course information

Office: +971 4 430 8394 | WhatsApp: +971 50 454 9895 | Email: courses@viftraining.com

web: www.viftraining.com