



## Course Outline

### Microsoft Office Project Fundamentals - 2 days

#### Contents

#### Microsoft Project Basics

How Microsoft Project Works  
Starting Microsoft Project  
The Microsoft Project Screen  
How Microsoft Project 2010 Works  
Using The Ribbon  
Understanding The Backstage View  
The Project Work Area  
Working With Views  
Working With Split Screens  
Understanding Sheet Views  
Working With Tables  
Gantt Chart View  
Working The Gantt Chart View  
Working With The QAT  
Working With Files  
Exiting From Microsoft Project

#### Project Management

Tasks And Resources  
The Importance Of Planning  
Project Management Tools  
Using A Computer For Project Management

#### Creating A New Project

Steps In Creating A Project  
Understanding Your Project  
Creating A New Project File  
Understanding The Calendar Options  
Changing The Calendar Options  
Working With Calendars  
Modifying The Standard Calendar  
Entering Public Holidays  
Creating A New Calendar  
Setting Up Project Information  
Entering File Properties

#### Creating Tasks

Understanding Tasks  
Understanding Scheduling Icons  
The Rostadium Case Study Tasks  
Reviewing The Project  
Entering Tasks  
Creating Summary Tasks  
Working In A Sheet View

Working With Summary Tasks  
Working With Task Views  
Examining Task Information  
Understanding Task Durations  
Entering Task Durations  
Checking Progress  
Entering Milestones

#### Scheduling

Understanding Task Dependencies  
Creating Dependencies Automatically  
Creating Dependencies In Task Entry  
Creating Dependencies In Task Information  
Creating Dependencies In A Sheet View  
Fine Tuning A Schedule Using Dependencies  
Auto Scheduling Tasks  
Critical Path And Project Slack  
Viewing The Critical Path  
Examining Task Slack  
Understanding Lag Time  
Entering Lag Time  
Understanding Lead Time  
Entering Lead Time

#### Resourcing A Project

Understanding Resources  
Entering Work Resources  
Entering Material Resources  
Entering Cost Resources  
Assigning Calendars To Resources  
Understanding Resource Availability  
Adjusting Resource Availability  
Changing The Unit Display

#### Resourcing Concepts

Resource Assignment Calculations  
Task Types And Work Effort  
Creating A Simple Assignment  
Working With Fixed Unit Tasks  
Working With Fixed Duration Tasks  
Making Multiple Assignments  
Adding Additional Resources  
Adding More Of The Same Resource  
More Resources In Multiple Assignments  
Understanding Effort Driven Scheduling  
Working With Non Effort Driven Tasks  
Working With Effort Driven Tasks

The wise choice for all your training needs...

**Academy Training**  
Solutions Limited



**01483 331 988**



[www.academytrainingsolutions.co.uk](http://www.academytrainingsolutions.co.uk)

## Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times For Multiple Assignments
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources You Don't Have
- The Case Study Resources

## Resource Levelling

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating An Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

## Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

## Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying A Different Cost Table
- Changing Rates During A Project
- Assigning Cost Resources
- Viewing Project Costs

## Constraints And Deadlines

- Understanding Constraints And Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating A Deadline

## Project Tracking

- Creating A Baseline
- Updating The Project Actuals
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

## Printing

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Tasks For Resources
- Printing Resources For Tasks

## Concluding Remarks