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Microsoft Project Introduction / Intermediate

Duration: 2 Days

Overview:

Aspect Training's Microsoft Project Introduction / Intermediate course is accessible for complete beginners to Microsoft Project.

Aspect Training's Microsoft Project Introduction / Intermediate course enables you to use Microsoft Project as an effective tool to manage projects more efficiently. Learn the concepts and skills required to plan, track, and report project information. In this hands-on course you will enter a project plan, analyze the plan and track progress.

Prerequisites:

There are no prerequisites for this course. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Continued over....



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Course Topics:

Introduction to MS Project

Basic project management concepts
Project environment overview
Navigation
Getting Help

Task creation and scheduling

Creating a task list
Modifying a task list
Change Highlighting
Multi-Level undo
Structuring tasks to create an outline
Create the Work Breakdown Structure
Customising WBS codes

Scheduling Tasks

Working with base calendars
Named calendar exceptions
Recurring exceptions and work weeks
Types of task relationship
Using lag and lead times
Recurring tasks
Setting constraints
Setting deadlines
Using the critical path
Task Drivers

Using task views

Using calendar view
Using network diagram view

Formatting and Sharing information

Project Properties
Adding notes & hyperlinks
Copy / paste tasks and rows
Formatting Bars and the Gantt area
Formatting for printing
Using Background highlighting
Working with built-in reports
Using, modifying and creating visual reports

Managing Resources and Costs

Creating work & material resources
Working with multiple calendars
Assigning resources
Effort Driven Scheduling
Task Types
Working with resource costs and fixed costs
Work contours
Assigning multiple arbitrary costs to tasks
Identifying budget variance

Finalising the Plan

Reviewing the schedule
Levelling resource over-allocation

Tracking

Creating baselines
Entering project progress
Viewing variance information

Analyse and adjust a schedule

Analysing schedules
Reschedule the project
Adjustment of resource schedules
Progress lines

Filters and sort

Working with auto filters
Applying built-in filters
Sorting and grouping data

Manage multiple projects

Consolidating and sharing projects
Resource pools: Sharing resources across projects
Levelling and reporting across multiple projects

Exchange project data

Import, export and copy data from Microsoft Excel