



Classic Seminars

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Project Management with Microsoft Project

3 day course

About the Course

This is a comprehensive short course that will help you develop Project Management Principles while you learn how to use the software. By the end of this course, you'll know what is crucial for success as a schedule manager or team member and will be able to contribute effectively at every level of an organization.

Our hands-on short course will help you develop the following valuable skills:

- Become proficient with MSP for planning and tracking your project's critical path.
- Build the skills required to expertly manage time, cost, and resources.
- Equip yourself to use this powerful software for completing schedules on time and within budget.
- Discover ways of managing delays and cost overruns.

Day One

Introduction

- Project management overview
- Introduce course case study
- Exercise 1: planning a project with a Work Breakdown Structure (WBS)

MS Project hands-on: creating a schedule

- Setting the project start date
- Entering tasks based on the wbs
- Creating subtasks and summary tasks (indenting)
- Entering task durations and linking tasks
- Identifying the critical path
- Working with calendars
- Setting constraints
- Formatting bars and time scale

MS Project exercises: planning a schedule using real-life scenarios

Day Two

Project management concepts

- Overview of planning and control

MS Project hands-on: working with costs & resources

- Working with fixed costs
- Assigning resources to tasks
- Setting fixed duration, fixed units and fixed work

Working with costs & resources:

- Plotting resource histograms
- Generating cash-flow reports

MS Project exercise: project planning with schedule, costs and resources

Introduction to tracking

- Saving a baseline
- Setting the status date
- Tracking progress & costs

MS Project exercise: tracking progress & costs

Day Three

The project management process

- Initiation, planning, execution, control & close-out

Project tracking

- Advanced tracking of progress & costs
- Generating progress reports
- Taking corrective action for delays and cost over-runs

MS Project exercise: project tracking

MS Project exercise to consolidate planning and tracking

Microsoft Project features

- Calendars
- Linking multiple projects
- Copying data to/from Microsoft Word and Excel