

## MS Project Introduction

Course duration:	2 days
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should be experienced with using a mouse and working in the Windows environment.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### The Planning Process

building a plan • the work breakdown structure • network diagrams (PERT) • critical path analysis • defining & assigning resources • using fixed & resource costs • using views, tables & filters • setting milestones, deadlines & constraints • time-saving tips & techniques

### Understanding Resources

resource views & graphs • amending assignments • estimating work • understanding task types • changing & replacing resources • resource levelling options • levelling Gantt • managing resource costs • filtering on resource names & groups • setting up holidays, working & non-working time • resource capacity planning & effective reporting

### Updating and Tracking Progress

understanding Project's tracking fields • saving a baseline • using the tracking Gantt • producing slippage, exception & other useful concise reports • analysing actual & remaining work • updating using different views • making changes & re-scheduling incomplete work

### General Topics

how to avoid Project's pitfalls • timesheets (optional) • changing views, tables & filters • HTML reports (optional) • controlling the timescale • printing reports • GLOBAL.MPT • Project's default settings • Working Time calendar • setting up a Project Office

Additional topics may be included by arrangement - please contact us for details.