



THE JK Michaels Microsoft PROJECT

Through Microsoft Project, you can monitor and schedule your projects using resources such as people, equipment, time and money. With Microsoft Project training you can analyze your project information by using Gantt charts, graphs, tables and views and you can track how your project progresses, identifying what to do if it doesn't proceed to plan.

Microsoft Project Training Course Objectives

This Microsoft Project training course gives delegates a thorough introduction to the concepts of project planning using Microsoft Project. Delegates on this Microsoft Project training course will learn how to identify, organize, track and manage the tasks and resources required to complete a project under the constraints of time and cost to achieve a final project target.

DURATION :3 DAYS

Microsoft Project Training Course Content

1. Project Management

- Microsoft Project
- Understanding Project Management
- Microsoft Project terminology
- Starting Microsoft Project
- Microsoft Project- The Screen
- Elements of the Default View
- Views and Tables
- The Tracking Gantt View
- Microsoft Project - Menus

- Microsoft Project - The Tool Bar
- Loading and Viewing a Project
- Project Management
- The Stages of Project Management

2. Planning the Project

- Defining the Project
- Complete the Project Definition
- Project Planning
- Complete the Project Plan
- Where to Begin with Microsoft Project
- Setting the project start date
- Working with the base calendar
- Save the New Project File

3. Task Entry and Linking

- Entering Tasks
- The Task Entry Form
- Tables and descriptions
- Other Methods of Adding Tasks
- Sorting, inserting and deleting tasks
- Defining the Summary Tasks
- The Outlining View (Summary)
- Promoting and Demoting Tasks
- Task Relationships
- Linking Tasks
- Modifying and Deleting Task Relationships
- Effort driven scheduling
- Formatting the Gantt Chart

4. Resource Entry

- Enter Resources
- View Resources
- Set Resource Calendars
- Editing Resource Information
- Review Resource Usage
- Inserting and Deleting Resources
- Planned Time Scale

5. Working with Resources

- Viewing overallocated resources
- The resource management toolbar
- The resource management views

- Levelling with Microsoft Project
- Resolving overallocated resources

6. Working with your views

- Using Gantt Charts
- Using Network Diagrams
- View the Network Diagram
- Elements of the Network Diagram
- More about Tables
- Applying Filters
- Working with Tables and Filters
- Examining the Cost Factor

7. Printing and Reporting

- Page Setup
- Printing Charts, For Microsoft and Sheets
- Reports Setup
- What You Can Print
- Reports by Report Type

8. Updating the Project

- Setting the baseline
- More on the Task Information Form
- Changing or adding tasks
- Tracking Progress
- The Gantt Chart and the Critical Path
- Define an Update Point
- Updating the Project

9. Multiple Projects

- Using Common Resources
- Setting up a resource pool
- Adding Sub Projects
- Recurring Tasks
- The Organizer

Create a Custom toolbar button

Course Fee:N49,900

