Microsoft Project

Description

This three-day instructor-led course provides students with the knowledge and skills to master Microsoft Project.

Course Content

Module 1: Project Management Overview

- Lesson 1: Small review of project management basics

Module 2: Microsoft Project Overview

- Lesson 1: Quick travel across Microsoft Project components

Module 3: Project Definition

- Lesson 1: Some set-ups when starting-up a project

Module 4: Project Task Planning

- Lesson 1: Identify, organize, and estimate project's tasks

Module 5: Project Resource Planning

- Lesson 1: Identify and define characteristics of resources (e.g. availability, costs)

Module 6: Project Assignment Planning

- Lesson 1: Estimate resources required to carry out project's tasks and assign them

Module 7: Project Plan Fine-Tuning

- Lesson 1: Develop the schedule (e.g. optimization, resource leveling)

Module 8: Project Presentation and Reporting (Views, Reports, and Visual Reports)

- Lesson 1: Discover different ways to display, print, and present a project (view's customization)
- Lesson 1: Discover and adapt built-in reports
- Lesson 1: Export data to Excel or Visio to use existing diagrams or reports

Module 9: Project Execution

- Lesson 1:Record actual values measured on tasks execution

Module 10: Project Tracking (Variance Analysis, Plan Revision, and Change Control)

- Lesson 1: Review the project plan, evaluate variance between actual values and planned values, produce forecasts according to current performance
- Lesson 2: Evaluate and include approved requests for change into the schedule baseline

Module 11: Project Closure

- Lesson 1:Evaluate the project's performance

Module 12: Consolidating multiple projects

- Lesson 1: Manage a project and its sub-projects
- Lesson 2: Manage centrally resources shared amongst multiple projects

Module 13: Examination Preparation
Lab / Exercises
There is no dedicated labs within this course, as attendees will practice directly all features and options with Microsoft Project using a study-case.
Documentation
Companion book "Microsoft Project Step-by-step"
Participant profiles

- Any person who want to discover or reinforce knowledge in the Microsoft Project tool and to use it efficiently

Prerequisites

- General Project Management knowledge
- Understand basic scheduling principles

Objectives

- Understand the Project Interface
- Create a new project
- Plan Project Tasks
- Plan Project Resources
- Work with Project Assignments
- Track project progress
- Use Microsoft Project variance analysis and change control
- Create and use project reports
- Close out projects
- Work with Project custom fields

Niveau
Fondamental
Classroom Registration Price (CHF)
1950
Virtual Classroom Registration Price (CHF)
1800
Duration (in Days)

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Reference
MSPROJECT