Project Management Tools - MS Project® Phase I

Effective project management requires the ability to logically plan events and deliverables in relation to deadlines and other project constraints, and to effectively communicate elements of the project plan to various stakeholders.

In this full-day course, students will review planning and scheduling principles, develop familiarity with the Microsoft Project interface and features, and practice creating, filtering and printing a project plan.

Who should take this course?

- Project staff members with responsibility for creating or updating project plans using Microsoft Project software.

PDU's Awarded:

Each participant will be awarded **8** Professional Development Units (PDU) upon the successful completion of this course.

Course Description

This instructor-led course focuses on developing practical skills through individual, hands-on completion of a series of problems on the computer. Upon successful completion of the course, students should have developed the skills and knowledge necessary to construct a basic, logically linked workplan using Microsoft Project.

Lesson 1: Scheduling a Plan
- Project Planning - what it is and why we do it
- Defining tasks - work breakdown structure
- Estimating durations
- Defining constraints
- Constructing schedules - the critical path network
- Doing network calculations - early dates, late dates, and total float

Lesson 2: Anatomy of the MS Project Screen
- Examining major screen elements in the Gantt Chart view
- Viewing toolbars
- Defining project information
- The Divider Bar
- The Task Entry Window
- Setting your Options
- Setting the Timescale

Lesson 3: Creating the Work Breakdown Structure
- Entering tasks using the mouse and the keyboard
- Editing Task Information
- Bottom-up versus top-down planning
- The Planning Wizard
- Adjusting column width and row height
- Building the Work Breakdown Structure outline
- The Project Summary Task
- Adding notes to a project
- Organizing a task list
- Creating detail tasks and summary tasks
- Demoting and promoting tasks
- Collapsing and expanding the outline
- Recurring tasks
- Determining the duration of work

Lesson 3: Continued...
- Task types
- Going to selected tasks
- Milestones

Lesson 4: Logic Constraints
- The PERT Chart and sequencing of tasks
- Linking tasks
- Gantt Chart bar styles
- Using the Task Entry Window for Linking Tasks
- Lag time vs. lead time
- Modifying predecessor-successor relationships
- Assigning a start-to-start relationship
- Setting constraints
- An alternative method for scheduling from the end date

Lesson 5: Beginning Sorts & Filters
- Sorting project data
- Sorting by critical path
- Resetting the original order
- Renumbering tasks and resources
- Filtering project data
- Filters with multiple criteria

Lesson 6: Tables
- Selecting a Table
- Changing a Table
- Creating a New Table

Lesson 7: Gantt Chart Printing
- Printing a Gantt Chart
- Setting up a Project for Printing

Project Management Tools - MS Project® - Phase II

Once a project plan has been created, approved and communicated to all stakeholders, the project manager must ensure that the plan is properly executed. Progress towards timely completion of deliverables and project milestones must be monitored, and deviations from the schedule must be analyzed and resolved.

In this half-day course, students will build upon the basic planning and scheduling skills developed in Phase I to practice establishing project baselines, determining progress and updating task completion status, and creating reports to highlight key project status and changes to stakeholders.

Who should take this course?

• Project staff members with responsibility for creating or updating project plans using Microsoft Project software.

PDU's Awarded:

Each participant will be awarded **4** Professional Development Units (PDU) upon the successful completion of this course.

Course Description

This instructor-led course focuses on developing practical skills through individual, hands-on completion of a series of problems on the computer. Building upon the lessons in **Microsoft Project Training - Phase I**, on successful completion of the course, students should have developed the skills and knowledge necessary to effectively update and maintain project workplans, and create reporting formats to highlight project progress and timing issues.

Lesson 1: Baselining the Plan

• What is a baseline?
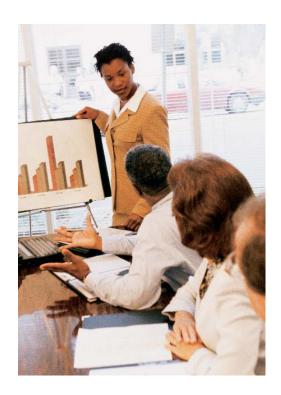• How does MS Project save the baseline?

Lesson 2: Schedule Updates

• Tracking Progress in MS Project
• Percent Complete or Remaining Duration
• Tracking Shortcuts
• Don'ts in tracking a project plan
• Adjusting the Plan for delays
• Date Constraints

Lesson 3: Bar Chart Formatting

• Changing the format of a bar
• Changing bar style format
• Display Logic Links on the Gantt Chart
• Changing the Height of the Bar

Lesson 4: Creating a One-Page Gantt Chart

• Step 1 - Use a PostScript Printer Driver
• Step 2 - Turn off "Fit timescale to end of page"
• Step 3 - Setting the Print size by percentage
• Step 4 - Re-size the timescale

Project Management Tools - Microsoft Project® - Phase III

Beyond creating and updating the project plan, project managers must understand the downstream impact of the decisions made today. An effective project plan is more than a schedule of events; it must also be a tool for systematically anticipating future risks and developing containment actions.

In this half-day course, students will practice analyzing a project plan using forward and backward passes to determine project "float" and identify critical paths to project completion. Additionally, students will learn to create and apply advanced and interactive filters to identify and prioritize the most critical events in the logic network, and will review the use of project and task calendars as an additional factor in executing the project.

Who should take this course?

- Project staff members with responsibility for creating or updating project plans using Microsoft Project software.

PDU's Awarded:

Each participant will be awarded **4** Professional Development Units (PDU) upon the successful completion of this course.

Course Description

This instructor-led course focuses on developing practical skills through individual, hands-on completion of a series of problems on the computer. Building upon the lessons in **Microsoft Project Training - Phase I** and **Microsoft Project Training - Phase II**, on successful completion of the course, students should have developed the skills and knowledge necessary to effectively analyze the critical path and free float of a project plan.

Lesson 1: Forward and Backward Pass Scheduling

- How to change from Forward Pass to Backward Pass
- Ensuring tasks work with backward pass

Lesson 2: Analyzing Float & Critical Paths

- What is float?
- What is the difference between free and total float?
- How little float makes a critical path?
- Displaying the Critical Path in project

Lesson 3: Advanced Filtering

- Filtering tasks by using a flag
- Setting up a large plan with filters
- Creating and using Interactive Filters

Lesson 4: Understanding Views

- What is a View?
- Types of Views
- Calling up a View
- Creating a New View
- Caution

Lesson 5: Global MPT

- What is the Global MPT?
- Working with global settings
- Global Calendars
- Using the organizer
- Saving to the Global.mpt
- Making the Global.mpt portable