



## Microsoft Project

### Course Overview

This one day course introduces a project manager to the basics of using MS Project. This powerful tool can support a project manager in planning, executing and monitoring a project. This course focuses on the basics of getting your project set up in MS Project and some of the tips and tricks of using it effectively.

### Key Outcomes

Upon completion of this course, participants will be able to:

- » Set up a project and project calendar using MS Project 2007
- » Create a WBS and determine the duration of the project
- » Create a schedule of activities showing task relationships
- » Identify and assign resources for the project
- » Analyze the critical path and develop a project baseline

### Course Outline

#### Set Up a Project & Project Calendar

- » Using the Project Guide
- » Overview of MS Project's fields, tables, views and forms
- » Setting Options
- » Creating Project Calendars
- » Entering Project Information
- » Using the Organizer

#### WBS & Establishing Duration

- » Setting Up Tasks
- » Inserting and Moving Tasks
- » Establishing Summary Tasks
- » Inserting a Recurring Tasks
- » Establishing Milestones
- » Entering Durations/Work

### At-a-Glance:

**Course Length:**

1 day

**Course Number & Level:**

105.MSP1 - Introductory

**Professional Development Units****(PDUs): 7****Continuing Education Units (CEUs):**

0.7

**PMBOK® Guide Knowledge Areas****Covered:**

- » Project Scope Management
- » Project Cost Management
- » Project Time Management
- » Project Resource Management

- » Determining Task Types
- » Applying Effort Driven

### **Sequencing Tasks & Establishing Relationships Types**

- » Linking Tasks
- » Establishing Relationship Types
- » Using Lead and Lag
- » Customizing the Network Diagram View

### **Using Resources**

- » Determining Resource Types
- » Setting Up and Sorting Resources
- » Establishing Task Cost Tables
- » Customizing Resource Calendars
- » Assigning Resources to Tasks

### **Finalizing the Schedule & Baselineing**

- » Applying Constraints
- » Analyzing Over Allocated Resources
- » Using the Resource Usage View
- » Effective Resources Leveling Techniques
- » Establishing the Critical Path
- » Applying Filters to Resources and Tasks
- » Baselineing the Project