

Course

PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

About Course

This course on the Introduction to Microsoft Project is specifically designed for Project Managers and project team members looking to learn how to prepare project schedules using Microsoft Project. The topics in this course cover the critical skills necessary to create and modify a project plan that contains tasks and resource assignments. This course is designed for people who have an understanding of project management concepts, who are responsible for creating and modifying projects plans, and who use Microsoft Project as a tool to create and manage project plans.

Who should attend

This course will benefit project managers, project team members, functional managers, and individuals involved with the preparation of schedules using Microsoft Project

Course Features

Upon completion of this course, the participant will be able to:

- Create a project plan file and enter task information
- Manage and link project tasks
- Enter work and duration information for project tasks
- Create and assign project resources to tasks
- Use constraints in the project schedule
- Manage the critical path and float for a project
- Resolve resource allocation conflicts
- Track and report progress of tasks
- View and print project reports

Course Outline

Types of Schedules and Proper Usage

- Project Milestone Schedule
- Project Summary Schedule
- Project Detailed Schedule

Getting Started with MS Project

- Exploring views and reports
- Creating a new project plan
- Entering project properties
- Creating the project calendar

Entering and Linking Project Tasks

- Adding tasks and subtasks
- Documenting tasks by use of notes
- Using summary tasks and milestones
- Linking tasks using task relationships
- Using lead and lags
- Entering work, duration and units
- Checking for hangers

Creating Resources

- Setting up resources (people, equipment, materials)
- Entering resource charge rates and creating a calendar
- Adjusting working time for resources

Assigning Resources

- Assigning resources to tasks
- Understanding effort-driven scheduling

Finalizing the Project Plan

- Viewing the critical path
- Understanding and using float
- Setting a project baseline
- Displaying project information using reports

Fine-Tuning Your Task Details

- Interrupting work on a task
- Adjusting work time for individual tasks

- Changing task types and setting up recurring tasks

Using Constraints

- Entering deadline dates
- Understanding and using types of constraints effectively

Resolving Resource Conflicts

- Examining resource allocation over time
- Manually resolving resource over-allocations
- Leveling over-allocated resources
- Checking the project finish date

Tracking Progress of Tasks

- Updating a baseline
- Tracking and entering percent complete for tasks
- Entering completion dates for tasks
- Viewing task progress
- Identifying tasks that have slipped
- Rescheduling a task

Course Information

Duration:

14 Hours (2 Days)

Earn:

14 PDUs

Delivery Method:

Traditional Class

Knowledge areas addressed

This course addresses all the knowledge areas included in the Project Management Institute's A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) Sixth Edition. ; The Practice Standard for Scheduling – Second Edition transforms the Project Time Management chapter of the PMBOK® Guide..