Microsoft Project Masterclass Outline

This 1-day Microsoft Project Masterclass will cover 8 modules with separate associated topics. These modules include:

Course Outline

Module 1: Getting Started with Microsoft Project

- Introduction to Microsoft Project
- Exploring the Microsoft Project Environment
- Displaying an Existing Project Plan in Different Views

Module 2: Creating the Project Schedule

- Task Duration
- Milestones
- Manual Scheduling
- Auto Scheduling a Task
- Task Relationships
- Timeline
- Identifying the Critical Path
- Working with Constraints
- Recurring Activities
- Add Notes to a Task

Module 3: Managing Resources in a Project Plan

- Resource Types
  - Work Resources
  - Material Resources
  - Cost Resources
- Assigning Calendars to Resources
- Resolving Resource Over-Allocation

Module 4: Assigning Resources and Levelling

- Simple Resource Assignments
- Levelling a Single Resource
- Assigning Part Time Resources
- Creating Part Time Resource Calendars
- Problem Assignments
- Assigning Resources
- Understanding Resource Levelling
- Checking Resource Usage
- Understanding Overtime

Module 5: Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Assigning
  - o Daily Costs
  - o Per Usage Costs
  - o Fixed Costs
  - o Material Costs
- Changing Rates During a Project
- Assigning Cost Resources

Module 6: Constraints and Deadlines

- Understanding Constraints and Deadlines
- Creating a Constraint
- Types of Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline

Module 7: Project Tracking and Controlling

- Creating a Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage
- Basic Data Highlighting
- Applying Filters
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Module 8: Reporting

- Understanding Graphical Reports
- Running a Report
- Filtering Report Data
- Creating a New Report
- Enhancing Report Appearance
- Removing Unwanted Reports

Course Information

Who should attend this Microsoft Project Training Course?

This Microsoft Project Masterclass course is designed for individuals who are new to Microsoft Project or those who would like to develop their knowledge and skills of the program. This course would be especially useful for Project Managers.

Prerequisites

There are no formal prerequisites for this Microsoft Project Masterclass training course. However, to get the most out of the course, candidates should have prior experience with using a computer and Windows 10. This is to ensure that delegates fully understand the content of the course.

Microsoft Project Masterclass Overview

Microsoft Project is a software that is used in project management to assist in the organisation of the project. The programme allows users to understand and monitor project schedules and budgets, present project data, and organise resources and the workforce. It enables individuals to create professional reports without having to export the data to another program, such as adding pictures, charts, animation, links, and more. This training course will help the delegates manage their organisation with new graphics and formatting capabilities and help teams organise, track, and perform work within a project. Having the required knowledge and skills to work with the Microsoft Project will help individuals get a good job profile with an enhanced paycheque.

In this 1-day Microsoft Project Masterclass course, delegates will learn about tips and tricks that can be used to maximise the outputs of Microsoft Project. This training course will give delegates the opportunity to learn how to set up tasks, link tasks together, reassign resources, and use Microsoft Project in conjunction with resources and schedules. Furthermore, delegates will acquire in-depth knowledge about to set up project components, such as work tasks or recurring tasks. Our highly skilled and expert trainer will conduct this training who has years of experience in teaching Microsoft Project.

This training course will provide various essential concepts, such as:

- Working with constraints
- Adding stages to the timeline
- Assigning part time resources
- Rescheduling tasks
- Basic data highlighting

At the end of this training, delegates will be able to work with financial, time and resource constraints on projects, and publish project information. They will also be able to customise project for use within their company and create realistic schedules quickly and easily.