



MICROSOFT PROJECT MANAGEMENT COURSE

Johannesburg: 18 - 21 January 2022, Apollo Hotel

Pretoria: 15 - 18 February 2022, Manhattan Hotel

Durban: 22 - 25 March 2022, Blue Waters Hotel

Johannesburg: 26 - 29 April 2022, Apollo Hotel

Capetown: 24 - 27 May 2022, V & A Waterfront

Pretoria: 21 - 24 June 2022, Manhattan Hotel

Course Background

Microsoft Project is an application used for managing projects easily and efficiently. The application uses various features to easily collaborate on projects, understand its history and progress in a glance, and create professional reports. The training course provides extensive training in the use of the advanced features of the new Microsoft Project, including customising the ribbon, charting data, grouping, creating interactive filters, using macros, and working with the VBA Editor. The customised new set of reports in Microsoft project allows participants to understand an entire project and its history at a glance.

Attendees will develop important skills in planning a project, task entry, resource entry, task linking, and more. After the completion of the course, participants are able to effortlessly conduct all basic tasks to create and track projects. Delegates will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socio-economic and organizational structure issues, and the responsibilities of a project manager.

The workshop is designed to familiarize attendees with the basic, intermediate and advanced features and functions of Microsoft Project so that you can use it effectively and efficiently in a real-world environment. Additionally, the training will allow you to keep your projects on track, time and within your budget. The Microsoft Project training course covers the full spectrum from creating a project plan to reporting and reusing project plans. After completing the training, attendees will have knowledge on how to develop a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. From formatting to design, this short Project training course will allow you to create a range of documents for use in both the business and personal realm. This unique course integrates Microsoft Project training with Project Management principles, teaching you to expertly manage time, cost and resources on your projects.

Who Should Attend

- This course is specifically designed for people in supervisory and middle management positions who require ways to effectively manage employees. For example, project managers are often tasked with maintaining complex or multiple projects and require the ability to share resources and performance data.
- This training course is suitable for beginners on MS Project, as well as MS Project users with a basic knowledge of the software.

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Switchboard: +27 (0) 87 510 4851, Cell: +27 (0) 76 539 9814, Email: info@prestigeint.co.za

YOUR COMPREHENSIVE WORKSHOP OUTLINE

Module 1: Key Project Management principles

- The universal problem of time and cost over-runs
- Concepts of planning and control
- Planning with a Work Breakdown Structure (WBS)
- Following a structured process for project initiation, planning, execution, control and closure
- Case studies: multi-disciplinary building project and IT software development project

Module 2: Creating schedules with MS Project

- Setting the project start date
- Using the WBS to plan the programme
- Creating tasks, subtasks and summary tasks
- Working with task durations and links
- Manipulating the critical path and float
- Setting constraints
- Customising and printing Gantt charts

Module 3: Your First Project

- Creating a Basic Project
- Adding Tasks to Your Project
- Setting Constraints on Tasks

Module 4: Opening Microsoft Project and Customizing the User Interface

- Verifying the Version Number and the Application of Service Releases/Service Packs
- Help Facilities -- Too Much? -- How To Turn Off
- A Tour of the Screen - Names & Definitions
- Notice lateral scroll bars at the bottom of both sides of the screen
- Menu Bar, Tool Bars, Icons, and the View Bar. (P2010: Ribbons)
- Turning Off Personalized Menus
- Customizing Tool Bars (P2003-2007) and Ribbons (P2010)

Module 5: Adding Tasks

- Understanding Key Terms
- Viewing Task Information
- Sorting and Filtering Tasks
- Understanding Task Indicators

Module 6: Linking Tasks

- Standard Links (FS) using the Link and Unlink Icons
- Selecting Adjoining Tasks with the Shift Key
- Selecting Non-Adjoining Tasks with the Control Key - The Order Matters!
- Linking Graphically - Slightly Dangerous
- Three Other Types of Links (SS, FF, and the bizarre SF)
- Entering Links in the Task Information Box and Other Forms
- Power Linking by Typing Directly into the Predecessors or Successors Columns
- Linking Summary Tasks -- Controversy and Confusion ("Hidden Hands")

Module 7: Advanced Task Operations

- Splitting Tasks
- Linking and Unlinking Tasks
- Creating Summary and Sub Tasks
- Creating Recurring Tasks

Module 8: The Critical Path

- Understanding The Critical Path
- Different Views that Show the Critical Path
- Adding the Critical Path to the Gantt View with a Wizard
- Microsoft's Critical Path Options in the Tool Box (Tools-Options-Calculation)
- The Impact of Date Constraints on the Critical Path

Module 8: Filters

- What Kind of Schedules Really "Need" Filters? -- Large Ones!
- Filters (1) - The "Show" Button is a Kind of Filter - Very Useful for Top-Down Analysis
- Filters (2) - Autofilters are a Second Kind of Filter - Quick and Easy, and They Can Be Combined

- Filters (3) - The Filter Box Lists All Standard and Custom Filters Available
- Creating and Saving Custom Filters - Very Powerful, Very Useful for Special Views
- What is a Highlight Filter?
- Linking a Filter with a View

Module 9: Links Among Projects in a Consolidation

- Building Links Across Project Boundaries
- Note the Information in the Predecessor and Successor Fields
- Revisiting the Individual Projects -- the Ghost Tasks and Line Numbers
- Regenerating Broken Links with the Multiple Project Dialogue Box

Module 10: Adding Resources

- Understanding Resources
- Adding Resources
- Viewing Resource Information
- Assigning Resources to Tasks
- Leveling Resources

Module 11: Other Ways to View Project Information

- The Team Planner
- Important Task Views
- Important Resource Views
- Using the Tools Tabs
- Formatting the Timescale

Module 12: Managing Your Project Status

- Creating a Baseline
- Updating Tasks
- Updating the Project
- About the Project Status Date

Module 13: Updating and Tracking Your Progress

- Viewing the Critical Path
- Using Change Highlighting
- Using the Task Inspector Pane

Module 14: Creating Reports

- Creating Basic Reports
- Creating a Visual Report
- Comparing Projects

Module 15: Adding the Finishing Touches

- Checking Your Spelling
- Using the Page Setup Dialog
- Printing a Project
- E-mailing a Project
- Creating a PDF

Module 16: Multiple Files

- Multiple Files Overview
- Working With Multiple Files
- Creating A Workspace
- Using A Workspace File
- Hiding Files
- Unhiding Files
- Multiple Files Quick Reference
- Linked Projects
- Linked Projects Overview
- Combining Multiple Projects
- Using A Combined Project
- Changing Data In A Combined Project
- Saving A Combined Project
- Opening A Combined Project
- Projects
- Breaking Project Links
- Creating A Read-Only Sub-Project
- Inserting Task Links

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Module 17: Cost control with MS Project

- Cost control for the project manager: handling the overall project budget
- Cost control for the consultant: controlling design team costs
- Cost control for the contractor: labour, plant & material costs

Module 18: Templates

- Templates Overview
- Examining Existing Templates
- Creating A New Template
- Using A Template
- Modifying A Template
- Changing The Global Template
- Removing Items From The Global Template
- Copying Items Between Projects

Module 19: Other Applications

- Exporting Overview
- Copying To Microsoft Word
- Copying To Microsoft Excel
- Linking To Microsoft Excel
- Exporting To Microsoft Excel
- Exporting To A Microsoft Excel Pivot Table
- Exporting To Microsoft Access
- Appending More Information

Module 20: Reporting Techniques

- Reporting Techniques Overview
- Inserting Page Breaks
- Removing Page Breaks
- Using Predefined Reports
- Modifying A Predefined Report
- Cross tabulation Reports
- Dissecting A Cross tabulation
- Creating A Cross tabulation Report
- Sharing Custom Reports

Module 21: Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Cost Data into Excel
- Copy a Picture of the Project Plan Information
- Creating A Workspace
- Using A Workspace File
- Hiding Files
- Unhiding Files
- Multiple Files Quick Reference
- Linked Projects
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- Combining Multiple Projects
- Using A Combined Project
- Changing Data In A Combined Project
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- Opening A Combined Project
- Projects
- Breaking Project Links
- Creating A Read-Only Sub-Project
- Inserting Task Links

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Module 22: Updating a Project Plan

- Update Task Progress
- Enter Overtime Work
- Edit Tasks
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Field
- Create a Custom Report

Module 23: Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

Module 24: Managing the Project Management

- Criteria
- Display progress data
- Planned Dates
- Actual Dates
- Scheduled Dates
- Managing Time
- Variance
- Examine an Existing Project
- Modify it According to Current Information
- Managing Resources
- Identifying Resource Over-allocations
- Resolve Resource Over-allocations
- Manually Task Inspector
- Resolve Over-allocations Using Resource levelling

Module 25: Special Features and Advanced Analysis

- Use the Course Development project
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project 'Grouping'
- Recurring Tasks

Module 26: Customising MS Project

- Customisation
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- Custom Filter Values
- Exercise: Create an Interactive Filter
- Customising the Ribbon

Module 27: Quick Overview of Microsoft Project Server

- Overview of the Basic Concepts of Microsoft Project Server - Benefits and Problems
- Overview of Project Web Access
- Review of the Enterprise Functions Available in Microsoft Project without Project Server