

Managing Projects With Microsoft Project 2016 (MSPM 2016)

Duration 2 Days - *Practical Skills for Project Executives*

INTRODUCTION

Master Basic Microsoft Project software in 2 days. Studies have shown that the success rate of projects will increase and the ROI improves when a systematic approach to project management is adopted, especially when projects get more complex and dynamic.

This systematic approach can be facilitated by using a project software tool like Microsoft Project which can help to manage projects effectively and efficiently.

This intensive 2-day hands-on basic course is designed to equip project practitioners with essential skills of effectively utilizing project management software in a day-to-day business environment. Highly practical Step-by-Step exercises related to actual business applications will help to reinforce concepts and features covered.

LEARNING OBJECTIVES

At the end of the training, the participants will be able to:

- Gain an overview of Project Management with emphasis on project planning, scheduling & monitoring
- Attain a basic understanding of Microsoft Project software application and its tools and techniques.
- Apply Microsoft Project 2010 to increase efficiency and productivity in managing projects.
- Master the fundamentals of developing and scheduling a project plan, creating tasks, assigning resources, set baseline, Gantt Charts, Network Diagrams, analyze critical paths, creating reports, tracking & monitoring progress, and more.
- Analyze Critical Path, Crash and Fast-track project duration

WHO SHOULD ATTEND

Any personnel responsible for conceptualizing, defining, planning, implementing, monitoring and/or closing-out projects in any environment.

PRE-REQUISITES

- a. Basic knowledge of Windows is required with the ability to maneuver with the mouse
- b. The following resources are required to facilitate the training:
 - Every PC is installed with minimum Microsoft Windows XP or later and minimum 64 MB RAM, and 500 MB of hard disk.
 - Microsoft Press Step-by-Step training manual and Practice Files
 - Microsoft Project 2016 Software (Standard or Professional)

METHODOLOGY

This instructor-led training will be conducted using class-room lectures, Microsoft Project courseware, audio-video aids, PCs, and practical exercises. Participants will be provided with training notes and a copy of Microsoft Project 2016 Step-by-Step tutorial manual.

Participants will be assessed in the final training session on their ability to use the tool to create a project plan on their own.

COURSE CONTENT:

Lesson 1: Overview of Project Management

- Introduction and Basic concepts of Project Management
- Project Life Cycle Phases
- 7-Step Methodology
- Project Planning, Work Breakdown Structure, Project Scheduling techniques
- Cost and time estimation, Project Budget
- Gantt Chart, Network Diagrams, Critical Path Analysis, PERT Analysis
- Compression techniques
- Monitoring and Controlling project

Lesson 2: A Guided Tour of Microsoft Project

- Introducing Project
- The Backstage: Managing Files and Setting Options
- The Ribbon and Tabs: Finding the Features You Want
- Views: Working with Schedule Details the Way You Want

Lesson 3: Creating a Task List

- Creating a New Project Plan
- Entering Task Names
- Entering Durations
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Switching Task Scheduling from Manual to Automatic
- Setting Nonworking Days
- Checking the Plan's Duration
- Documenting Tasks and the Project Plan

Lesson 4: Setting Up Resources

- Setting Up Work Resources
- Entering Resource Capacity
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Setting Up Cost Resources
- Documenting Resources

Lesson 5: Assigning Resources to Tasks

- Assigning Work Resources to Tasks
- Controlling Work When Adding or Removing Resource Assignments
- Assigning Cost Resources to Tasks

Lesson 6: Formatting and Sharing Your Plan

- Customizing the Gantt Chart View
- Customizing the Timeline View
- Drawing on a Gantt Chart
- Copying Views
- Printing Views
- Customizing and Printing Reports

Lesson 7: Tracking Progress on Tasks and Assignments

- Saving a Project Baseline

- Tracking a Project as Scheduled
- Entering a Task's Completion Percentage
- Tracking Actual and Remaining Values for Tasks and Assignments
- Tracking Time-phased Actual Work for Tasks and Assignments

Lesson 8: Fine-Tuning Task Details

- Adjusting Task Relationships
- Setting Task Constraints
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Entering Deadline Dates
- Entering Fixed Costs
- Setting Up a Recurring Task
- Viewing the Project's Critical Path

Lesson 9: Fine-Tuning Resource Details

- Setting Up Resource Availability to Apply at Different Times
- Entering Multiple Pay Rates for a Resource
- Setting Up Pay Rates to Apply at Different Times
- Setting Up Material Resources

Lesson 10: Fine-Tuning Assignment Details

- Delaying the Start of Assignments
- Applying Different Cost Rates to Assignments
- Assigning Material Resources to Tasks
- Viewing Resource Capacity

Lesson 11: Fine-Tuning the Project Plan

- Examining Resource Allocations over Time
- Resolving Resource Over Allocations Manually
- Leveling Over Allocated Resources
- Checking the Project's Cost and Finish Date

Lesson 12: Viewing and Reporting Project Status

- Identifying Tasks that Have Slipped
- Examining Task Costs
- Examining Resource Costs
- Reporting Project Cost Variance with a Spotlight View

Lesson 13: Getting Your Project Back on Track

- Troubleshooting Time and Schedule Problems
- Troubleshooting Cost and Resource Problems
- Troubleshooting Scope-of-Work Problems

Lesson 14: Sharing Project Information with Other Programs

- Copying and Pasting with Project
- Opening and Saving Other File Formats
- Generating a Project Summary Report for Word, PowerPoint
- Generating Visual Reports with Excel and Visio

Lesson 15: Assessment/Test

- Participants will be provided with a selected project outline for them to create, develop and schedule a project plan, using the knowledge they have learned.