

Microsoft Project



Course Overview

Manage the complexities of multiple projects efficiently and effectively using Microsoft Project. This course is designed for attendees of the Project Planning Breakthroughs program and individuals responsible for monitoring project execution or managing multiple projects.

Participants will learn to accurately implement multiple project execution plans developed through the Project Planning Breakthroughs method, utilising common resource pools and external dependencies.

The course will also cover detailed reporting and updating techniques to enhance project oversight and management.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 4--hour virtual programs.

Course Objectives

- Familiarise with the interface and key features
- Create and manage project plans, including tasks and milestones.
- Use Gantt charts and resource allocation to optimise project timelines.
- Monitor and control project performance to ensure on-time delivery.

Prerequisites

- Completed our Project Planning Breakthroughs program
- Comfortable with Windows operating system
- Familiarity with MS Project, or at least MS Excel is recommended

Course Outline

Overview of Project Planning Framework and Tools

In this unit, we will discuss the challenges of managing project work. We will introduce you to the work that needs to get done before Microsoft project can be helpful.

Getting Started with Microsoft Project

You will look at the basic interface of MS Project, its main functionalities and commands. You will also look at creating and saving a new project file and how to use the different views of MS Project.

Setting-up Microsoft Project to Manage Projects

You will learn how to adjust the default settings to create a template that can serve your future projects. You will also learn how to customise your project calendar to meet your own time constraints and scheduling requirements.

Managing Project Tasks

Working with a sample case study, you will see how to input project task information into Microsoft Project. You will then learn how to organise your project tasks to capture dependencies and constraints. You will also learn how to define your project critical path in Microsoft Project.

Managing Project Resources

In Unit 5 you will determine how to assign resources to project tasks. You will see how to integrate resources calendars to take into account the availability of your resources. You will also learn how to identify resources overallocation and resolve resource conflicts.

Tracking & Reporting on Project Activities

You will explore various processes to monitor and track your project tasks and resources. You will also see how to report on your project to keep everyone informed and equipped to make timely decisions.

Back at the Workplace

In the final Unit, we will discuss potential obstacles to the implementation of Microsoft Project and look at strategies for its quick and effective implementation back at the workplace

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Priority Management Australia

1300 187 203

admin@prioritymanagement.com.au

www.prioritymanagement.com.au