

Course Topic- Microsoft Project Training

Course Duration	24 Hrs
Course Modularity	30% Theory And 70% Practical

Session Plan-

Day 1(8 Hrs)

Product Overview and Setup

- Describe the new line of products and their key features
- Understand the difference between Workgroup and Enterprise Mode for Microsoft Project Server.
- Describe the Minimum Hardware and Software Requirements for Installation
- Discuss Improvements in Windows Installer
- Discuss the Licensing requirements
- Understand Migration, Upgrading and Coexistence of multiple versions
- Identify key registry settings
- Discuss Enterprise Tools for deployment

Global Template

- Discuss the purpose of the Global template.
- Describe how the Global template is upgraded
- Discuss how Microsoft Project searches for Global template files

Project Management Overview

- List the key parts to Project Management
- Define the role of the Project Manager
- Describe the Critical Path Method (CPM)

Base Functionality

- Startup Task Pane
- View Bar
- Default menus and Toolbars; Shortcut Menus
- Dropdown, Date Picker, and Spin Controls
- The Replace Command
- Fill Commands
- Linking Tasks Interface
- Autotab
- Most Recently Used Filename List
- Microsoft Intellimouse

Generic User Support Tools

- Discuss Tools Shared with other Office applications
- Discuss Task Panes available
- Show or hide the Office Assistant
- Describe the Pop-up menu.
- Discuss the Office Assistant Options Dialog
- Recognize Office Assistant Alerts Format
- Describe the Interface for the Planning Wizard
- Describe how Feedback presents alternative actions
- Recognize the spell checker and its options
- Describe the AutoCorrect Feature
- Discuss the Input Method Editor
- Describe what types of information the System Information Checker provides
- Recognize that fatal errors can be reported via the web
- Discuss the Safe Mode feature

Day 2(8 Hrs)

User Assistance

- List help options in Microsoft Project
- Use the Tutorial to create a plan
- Use the Project Map as a general guide to project planning
- Use the Project Guide to track and manage a project plan
- List the Five Wizards in Microsoft Project

Creating and Scheduling a Project Plan

- Discuss the options that effect how Microsoft Project schedules tasks.
- Describe the difference between scheduling from Start vs. from Finish
- Describe the options in the Project Information dialog.
- Define different kinds of constraints.
- Describe what task dependencies are.
- Recognize how constraints and dependencies affect task scheduling.
- Define lead and lag time.
- Understand how deadline dates effect scheduling.
- See the effect of "Tasks will always honor their constraints" option setting.
- Calculate multiple critical paths

How to Build a Project Plan - Basic Process

- Describe the Basic Process for creating a project plan

Entering Tasks and Durations

- Create a Project Plan
- Start a new project
- Create, Delete, Edit, Insert and Move Tasks
- Create, Delete, Edit and Insert Recurring Tasks
- Create Milestones
- Create a Project Summary task and Summary Tasks

Splitting Tasks

- Split Tasks
- Manipulate Split Tasks
- Deal with Split Tasks and Resources
- Understand Stop and Resume Fields
- Manipulate Split In-Progress Tasks
- Understand Baseline and Interim Plan Information
- Modify Gantt Chart Bar Styles for Split Tasks
- Customize Split Tasks in Calendar View

Outlining

- Discuss the difference between Outline Number and WBS
- Describe outlining drag and drop capabilities
- Create a complex Outline code given a scenario
- Explain "smart insert"
- Sort tasks effectively

Sorting, Filtering & Grouping

- Understand how to sort project data
- Describe how to create a new Sort
- Define Filters and use them in Microsoft Project
- Define the 11 test criteria and how to use them
- Describe how to create an interactive filter
- Describe how to create a filter that compares two fields in a table
- Describe how to create a grouping based on a scenario
- Define rollup behavior when grouping
- Define differences between filtering, sorting, and grouping

Calendars

- Describe the relationship between Base calendars, Resource calendars and Task calendars
- Define predefined base calendars
- Describe Working time formatting
- Describe Cell Formatting
- Explain where calendars are stored.

Entering Resources

- Discuss the basic information associated with resources
- Describe how to create a resource
- Explain how work is calculated
- List and explain the differences between work and material resources
- Explain resource availability
- Explain the differences between a resource availability contour and resource calendar
- Discuss the Cost Rate Table and how it is used

Resource Assignments

- Discuss how to assign resources
- Describe the features in the Assign Resources dialog
- Describe how task type and effort driven settings effect resource assignment
- Describe Assignment Contours
- Describe how a contour will change based on varying criteria
- Discuss material resources and how they differ from work resources
- Understand how Overtime work is assigned

Costing

- Discuss the fields associated with Cost
- Identify how costs on Summary tasks are calculated
- Explain how costs are calculated
- Describe the difference between the "Accrue at" and "Fixed cost accrual" fields.
- Identify which options affect cost calculations
- Discuss Sorting, Filtering and Grouping on cost fields

Leveling

- How to identify overallocated resources
- The concepts of Resource Leveling
- How to carry out automatic and manual leveling
- Fields related to leveling
- Leveling alerts and messages

Tracking Progress

- Discuss advantages for tracking progress
- Discuss purpose of saving a baseline
- Describe what fields effect progress
- Understand how Schedule and Calculation options effect how progress is calculated.

- Understand different features that can be used to track progress in Microsoft Project
- List ways to view progress information

Day 3(8 Hrs)

Multiple Projects

- Discuss master and subprojects use.
- Describe how to create a master project.
- Describe the function of the Project Information dialog.
- Understand outline level behavior when inserting projects.
- Describe the different ways to create cross project predecessor/successor links.
- Describe the function of the Task Dependency dialog.
- Discuss Circular Loops involving external predecessor/successor links.

Resource Pools

- Describe resource pool architecture
- Discuss alerts and choices displayed when opening a pool
- Understand Update and Refresh pool commands

Tables

- Discuss the difference between field types
- Know how to create, and modify tables
- Describe the function of the common fields available on task or resource tables
- Describe how to modify fields
- Describe features of custom fields

Views

- Describe the purpose of views in Microsoft Project
- Explain Microsoft Project's direct formatting capabilities.
- Understand Microsoft Project's drag and drop features.
- Explain timescaled view zooming capabilities.
- Describe common uses of the Resource Graph and Resource Usage.
- Describe the purpose of and how to work the Gantt Chart Wizard.
- Understand the formatting features of the Network Diagram
- Describe limitations of Network Diagram and potential workarounds

Reports

- Access the reports feature
- Create a basic report

- Create a custom report of any type
- Print a report
- Copy a report
- Delete a report

Printing

- Describe the Print dialog.
- Describe the Page Setup dialog.
- Use the various print scaling options and describe under what circumstances they can be used.
- Describe where the various preference settings are saved.
- Describe header and footer functionality.
- Describe the four print functions found on the View tab of Page Setup.
- Work with and explain the Page Setup options for the Calendar view.

Stationary Requirement-

- Handouts
- Notepads
- Pens
- Folders