

COURSE CONTENT

- ❖ **The Project Screen**
 - The View bar
 - The Gantt Table area
 - The Gantt Chart area
 - The Menu Bar, Toolbars
 - Task ID column
 - Divider bar, Horizontal split bar
- ❖ **Mouse pointer shapes and tasks**
- ❖ **Goals, Scope, Assumptions**
- ❖ **Starting a new project**
 - Project file properties
 - Entering basic project information
 - Setting calendar options
 - Setting scheduling options
- ❖ **Project calendars**
 - Creating a base calendar
 - Changing the working time
 - Deleting a base calendar
 - Assigning a new calendar to a project
 - Resource calendar
 - Task calendar
- ❖ **Saving a project file**
- ❖ **Phases, tasks and milestones**
- ❖ **Entering tasks**
 - Entering durations
 - Inserting tasks
 - Splitting tasks into segments
 - Rearranging tasks
 - ◆ Copying and moving tasks
- ❖ **Working with outlines**
 - Structuring tasks into an outlines
 - Indenting or outdenting tasks
 - Showing or hiding subtasks
 - Working with summary tasks
 - Displaying project summary tasks
 - Using outline numbers
- ❖ **Task dependencies**
 - Creating tasks links
 - Unlinking tasks
 - Specifying task relationships
 - Changing the dependency between tasks
- ❖ **Overlapping or adding lag time**
 - Lag time
 - Lead time
 - Start-to-start relationships

Microsoft Project enables you to schedule and track tasks that need to be completed in a project. Project contains useful features that make scheduling of complex projects quick and easy. Different project reports can be printed which allow you to keep important stakeholders informed of the progress of a project.

- ❖ **Task constraints**
 - Flexible constraints
 - Inflexible constraints
 - Entering task constraints
- ❖ **Setting a deadline**
- ❖ **Changing the look of the Project**
 - Changing column headings
 - Changing text styles
 - Formatting the Gantt Chart
 - Changing the appearance of link lines
 - Changing the appearance of non-working times
 - Formatting timescales and gridlines
 - Adding text or a date to a Gantt Chart bar
 - Adding text to individual Gantt Chart bars

2 Day Course

The Microsoft Project Basic/ Intermediate course in either 2000 / 2003 or XP includes all training material, lunch, teas/ coffees and certificate.

Who should attend?

- Project Managers
- Marketing Managers
- Financial Managers
- Personal Assistants

Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course.

COURSE CONTENT CONTINUED

- ❖ **Changing page settings**
 - Specifying page settings
 - Changing page orientation
 - Adjusting and scaling pages
 - Specifying margins and borders
 - ◆ Adding and removing page borders
 - Inserting headers and footers
- ❖ **Changing sheet views**
 - Applying a different view
- ❖ **Hiding and unhiding columns**
- ❖ **Adding notes**
- ❖ **Determining Resource needs**
- ❖ **Managing resources**
 - Work and material resources
 - Creating a resource list
 - Importing resources from Outlook
 - Assigning Units
- ❖ **Managing resources**
 - Effort-driven scheduling
 - Assigning resources to tasks
 - Removing a resource from a task
 - Replacing a resource
 - Control when a resource starts working on a task
- ❖ **Working time Calendars**
 - Assigning a calendar to a resource
 - Modifying a resources working time
- ❖ **Working with different views**
 - Calendar view
 - Network diagram view/ PERT chart view
 - Task usage view
 - Resource Graph view
 - Resource Sheet view
 - Resource Usage view
 - Task entry view
 - Tracking Gantt view
- ❖ **Assigning costs to tasks and resources**
 - Assigning a rate to resources
 - Assigning a rate for material resources
 - The Cost per Use field
 - Assigning a fixed cost to a task
 - Assigning a fixed cost to a project
- ❖ **Viewing costs**
 - Viewing the cost per resource
 - Viewing the cost of the entire project
- ❖ **Control how costs are accrued**
 - Accrual methods
- ❖ **Updating or adding another pay rate**
- ❖ **Identifying the critical path**
 - Shortening a schedule
- ❖ **Filtering tasks and resources**
 - Applying AutoFilters
- ❖ **Sorting tasks or resources**
- ❖ **Checking resource workload**
- ❖ **Resolving resource over-allocations**
 - Resolving over-allocations manually
 - Slack
- ❖ **Setting a Baseline**
 - Comparing plans
- ❖ **Previewing your schedule**
- ❖ **Printing**
 - Print options
 - Printing task notes
- ❖ **Reports**
 - Printing a report
 - Formatting Report text
- ❖ **Tracking and updating the schedule**
 - Entering actual start and finish dates
 - Entering actual duration of a task
 - Updating work completed on a task
 - Using the Tracking toolbar
 - Updating work completed on a task
 - Recording actual work on a daily basis
- ❖ **Determining task costs**
 - Determining if tasks cost more/less than budgeted
- ❖ **Exporting a project to Excel**

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates.

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