

Microsoft Project basic course

Aim:

That the course participants after having learned the necessary skills and methods will be able to manage projects with the project management tool Microsoft Project.

Duration:

The course period is two days, each day starts at 9 am and ends at 4 pm.

Contents:

The course participants will be introduced to the user interface and will try out some of the many possibilities with Tables, Filters, Views, Reports, Forms and the View Bar.

The course participants gain skills in linking tasks, allocating resources and costs to tasks as well as correct use of calendars.

Through a fictive project example the course participants try project management with MS Project in practice. The course participants define their own project, which afterwards is entered into MS Project and then carried out. The course participants will become skillful in defining the right settings for a project before start-up. The focus will be on the project type as well as on factors critical to the project.

The course participants will get the necessary knowledge to choose the right method for a given project and avoid potential pitfalls.

Through exercises the course participants obtain practical experience with doing follow-up on tasks in MS Project.

Course material, which afterwards can be used for reference, will be handed out.

Conditions:

Knowledge of project management/planning and the use of a PC at a normal user level.

Agenda - Day 1:

1. Introduction
 - A project plan with tasks and resources
2. User Interface
 - Table
 - Filters
 - Views
 - Reports
 - View Bar
3. Linking tasks
 - Tasks which runs parallel to each other
 - Linking tasks in Network View
4. Case
 - A TV-documentary program
5. The course participants own project
 - At the blackboard
 - In Project

Agenda - Day 2:

6. Start-up parameters
 - Effort-driven planning
 - Task type
7. Pitfalls
 - Order of allocation
 - Editing of allocation percents
8. Calendars
 - Resource calendar
 - Project calendar
9. Tracking
 - Baseline
10. Best Practice
 - The 5 most important settings before project start