



COURSE OVERVIEW

You will learn how to:

- Get started in Projects
- Creating a Project plan file
- Create a work breakdown structure
- Create a company calendar
- Create and assign resources
 - Finalise a Project plan

Level:
1

Duration:
3 hours



Getting started

- Fundamentals of project management.
- Examining the structure of an existing project file and looking at the various views available.
- Outline structure of project ribbon tabs.

Creating a project plan file

- Setting project information and file properties.
- Decide the type of task scheduling required.
- Add tasks and task durations to the task sheet.
- Add a project summary task.
- Save the project file.

Creating a work breakdown structure

- Create main tasks and sub tasks.
- Set milestones at selected points.
- Link all tasks within the project.
- Examine the timescale of the project.
- Change task relationships.
- Set constraints on tasks.
- Set a deadline date on a task.
- Add note indicators to tasks.
- Review the updated timescale on the project.

Creating a company calendar

- Examine standard project calendars.
- Create a new company calendar.
- Change working times option.
- Set non-working dates and times.
- Assign the company calendar to the project.
- Review the effect on the project timescale.

Creating and assigning resources

- Create resources on the resource sheet.
- Set resource types, costs and properties.
- Assign the company calendar to resources.
- Assign resources to tasks on the task sheet.
- View and make adjustments to a resource calendar.
- Add resource notes to the task sheet.
- Examine effort driven or fixed duration options.
- Display non-working time on the task sheet.
- Examine and adjust over allocation of resources.

Finalise the project plan

- View the critical path.
- Set a baseline plan.
- Display project summary information.
- Examine project reports.

