

MS Project (basic) (code: MS-Project-101)

Overview

The course provides students with knowledge and skills necessary to plan and monitor projects using MS Project. Practical exercises accompany every topic covered during the course.

Duration

2 days

Agenda

- 1. Working with tasks.
 - Creating, deleting, splitting tasks.
 - Understanding summary tasks.
 - Understanding tasks types: standard tasks, period tasks, milestones.
 - Browsing tasks: sorting, filtering, grouping.
- 2. Determining task dependencies.
 - FS, SS, FF.
 - Lag, lead time.
 - Managing typical problems with complicated tasks dependencies.
- 3. Resources.
 - Defining resources.
 - Understanding resources types: materials, work. Costs.
 - Assigning resources to tasks
 - Understanding dependencies between assigned resources and tasks duration.
 - Dealing with overtime work.
 - Managing typical problems with resource assignment.
 - Managing workloads and availability. Balancing overloads.
 - Pricing tasks based on resource cost.
- 4. Working with project calendars.
 - Setting work time.
 - Changing project calendar.
 - Linking tasks from multiple calendars.
 - Working with resource calendars.
- 5. Working with views.
 - Gantt charts: changing task appearance, setting formatting rules, using wizards.
 - Network diagrams: improving readability, changing cells format, moving tasks.
 - Using other views.
 - Printing. Preparing for printing.
 - Printing reports.
- 6. Managing progress.
 - Working with baseline plans: capabilities and limitations.
 - Working with progress line.
 - Managing current activities, running tasks, lags.
 - Understanding real costs.
 - Using milestones.
 - Working with tasks and resources beyond budget.
- 7. Customizing program.

Ask for details

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- Using toolbars: hiding, showing, adding and removing buttons, creating custom toolbars.
- Useful options settings: tasks duration, assignments, schedulers etc.

Target audience and prerequisites

This course is intended both for novice and experienced users of Microsoft Project.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
- At least basic knowledge of the MS Office Word and Excel.

Certificates

Course participants receive completion certificates signed by ALX.

Locations

- Warsaw (English) Jasna 14/16A
- Online (English) your home, office or wherever you want
- any other location (London, UK, EU) on request

Price

290 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.

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