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.

Ask for details

Phone +44 203 608 6289
info@alx.training

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.

— 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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