

# ***Project Management with Microsoft® Project***

## **Detailed Course Agenda**

### Day 1

Introductions and Course Objectives

Projects, Project Management and Microsoft Project

What is a Project?

What is Project Management?

The Role of Microsoft Project

Benefits of Microsoft Project

Microsoft Project in the Future

Getting Oriented in Microsoft Project

Components of the User Interface

Views

Tables

Field Types

Dialogue Boxes

The Options Dialogue Box

User Assistance

Navigation Tips

### Planning the Project

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Setting Up the Project

Documenting File Properties

Entering Project Information

Defining a Day, Week and Month

Establishing the Project Calendar

Making the Project Calendar Available to Others

*Planning the Project (cont'd)*

Defining Project Scope

Building a Work Breakdown Structure

Establishing Task Hierarchy

Numbering the Tasks--The Outline Code

Numbering the Tasks—WBS Codes

Numbering the Tasks—The Unique Identifier Field

Establishing Recurring Tasks

*Case Study—Defining Project Scope*

Sequencing the Work

Setting Scheduling Parameters

Relationship Types

Lag and Lead Time

Linking Tasks

Establishing Task Constraints

Setting Deadlines

Establishing Milestones

Changing the Layout of the Network Diagram

Working in the Gantt Chart View

*Case Study—Building a Network Diagram*

Establishing the Resource Pool

Identifying Resources for the Project

Creating Resource Calendars

Entering Resource Costs

Entering Material Resources

Day 2

Assigning Resources to Tasks

Understanding “Work”

Understanding “Duration”

“Work” versus “Duration”

The Work Formula

*Planning the Project (cont'd)*

The Work Formula Precedence

Assigning Resources and Work

Replacing Job Titles with Resource Names

Entering Fixed Costs

Task Properties

Task Types

Effort-Driven Tasks

Establishing Task Calendars

*Case Study—Assigning Resources*

Optimize & Communicate the Plan

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Understanding the Project Plan

Identifying Total and Free Slack

Identifying and Assessing the Critical Path

Evaluating the Project's Cost

Evaluating the Work Required

Planning for Uncertainty

Adding Schedule Reserve

Improving the Schedule

Understanding the Driver Resource

Evaluating Options for Improving the Schedule

Optimizing the Use of Resources

Identifying Resource Over-allocations

Leveling Resource Utilization

Establishing the Baseline

Setting the Baseline

*Case Study—Evaluating & Optimizing the Schedule*

Communicating the Plan to Others

Sorting & Grouping

Using Filters

*Optimize & Communicate the Plan (cont'd)*

- Utilizing Auto Filters
- Customizing the Gantt Chart
- Creating and Printing Reports
- Defining and Printing Views
- Exporting to Microsoft Excel
- Saving the Plan in Other Formats

Execute the Plan

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Entering Actuals

- Determining the Level of Detail to Track
- Tracking Progress at the Task Level
- Tracking Progress by Resource
- Tracking Progress by Resource & Time Period

Making Changes to the Plan

- Revising the Plan
- Re-Baselining

Evaluating Project Status

- The Tracking Gantt View

Closing Out the Project

Putting What We've Learned to Use

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