Microsoft Project Fundamentals



Priority®
A Better Way To Work

Course Overview

Welcome to Microsoft Office Project. If you are looking for a Microsoft project 101 course this is the most popular scheduling and project management program on the market. If you are looking for a Microsoft project for beginners, this workshop is suitable for you. It is also for new self-taught and long-term users.

Once you decide on doing our Microsoft Office Project course which is Microsoft project 101 getting started is easy. You will learn how to use Microsoft Project effectively and follow the journey of entering a new project into Microsoft Project, through to managing resource assignments and project monitoring. Numerous tips and tricks will enable you to avoid common pitfalls and to become a competent user of Microsoft Project.
This course will cover getting started with Project, using the ribbon interface, Project's command and contextual tabs, creating a basic project, formatting project elements, updating a project, using Project's viewing tools.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 4--hour virtual programs.

Course Objectives

By the end of this course, users should be very comfortable:

- Understanding and navigating Microsoft Project tables and views
- Setting up project calendars, entering working and non-working times
- Creating a new project from scratch
- Creating tasks, entering task durations, summary tasks and milestones
- Entering complex relationships including lag and lead time
- Establish a resource pool, assigning resources, identifying o ver-allocations and levelling resources
- Applying task constraints and deadlines
- Project monitoring including baseline analysis

Priority Management Training
+353 (0)1 584 6376
Info@PriorityManagementTraining.ie
www.prioritymanagementtraining.ie

Course Outline

Navigating Microsoft Project
- Explore templates and customise views for efficient project management.
- Use Gantt charts for entry, scheduling, and cost tracking.
- Organise tasks with summary headings, milestones, and the outline tool.

Setting Up New Projects
- Define project details, including calendars and summary information.
- Understand potential pitfalls when setting project options.

Creating and Managing Tasks
- Enter tasks and milestones, and create structured summaries.
- Set task durations and monitor project status, including slack time.

Establishing Task Relationships
- Link tasks and set lag/lead times to reflect project dependencies.
- Use task entry views and information boxes to manage relationships.

Resource Management
- Build and adjust a resource pool, including assigning calendars.
- Allocate resources effectively using effort-driven logic and task views.

Resource Levelling and Optimisation
- Identify and resolve overallocation issues.
- Assign overtime and level resources to balance workloads.

Applying Constraints and Deadlines
- Implement constraints and deadlines to manage project timelines.
- Review project schedules to ensure alignment with goals.

Monitoring and Tracking Progress
- Set baselines and use tracking tools to monitor project performance.
- Update task progress manually or through automated tracking features.