



Microsoft Project Getting Started—1 Day

Understanding what Project will do
Understanding the Gantt Chart
Calendar and Network diagram View
Project Base Calendar
Holidays
Non working time
Entering Tasks
Examine different types of duration
Recurring Tasks
Entering the Project Start Date
Creating summary tasks
Understating levels
Using Outline
Apply Leads & Lags
Enter Fixed Costs
Linking tasks
Setting the relationships
Linking non contiguous tasks

Apply Task constraints
Identifying the critical path
Understanding the critical path
Showing the critical path
Using filters
Saving and clearing the baseline
Showing the base line on Gantt
Tracking Project Progress
Showing completed tasks
Looking at % complete
Comparing the baseline to actual data
Printing
Customise the print layout
Reports
Setting, viewing and printing reports
Entering resources
Assigning resources to tasks

Microsoft Project Introduction - 2 Days

Day 1

Understanding what project will do
Understanding the Gantt Chart
Calendar and Network diagram View
Project Base Calendar
Holidays
Non working time
Entering Tasks
Examine different types of duration
Recurring Tasks
Creating summary tasks
Understating levels
Using Outline
Leads & Lags
Fixed Costs
Linking tasks
Setting the relationships
Linking non contiguous tasks
Task constraints
Identifying the critical path
Understanding the critical path
Showing the critical path
Using & creating filters
Creating a baseline
Saving and clearing the baseline
Showing the base line on Gantt
Tracking Project Progress
Showing completed tasks
Looking at % complete
Comparing the baseline to actual data
Printing and customising the print layout
Reports, setting, viewing and printing reports

Day 2

Entering resources
Resource types
Resource costs
Standard rates
Fixed charges
Working with calendars
Project base calendar
Holidays
24 hr calendar
Resource calendars
Setting a holiday for a resource
Scheduling with resources
Resource over allocations
Viewing over allocations
Automatically level over allocations
Manually resolve over allocations
Task constraints
Flexible and inflexible constraints
Setting constraints
Different types of constraint
Using the project form
Effort driven tasks
Elapsed time
Create template
Various outputs

Microsoft Project Intermediate - 1 Day

Review and Consolidation	Set up and Use a Workspace
Calendars, Outlining, Relationships	Attaching to a Resource Pool
Constraints, Resources, Effort Driven,	Sharing Resources
Levelling and Tracking	Levelling with Shared Resources
Created and used Material Resource	Applied Views
Fixed Duration	Sorted, Filtered and Grouped Views
Variable and Fixed	Applied and Created Custom Filters
Calculated Overtime Costs	Customise Fields
Create Calculated Field	Creating Reports
Changing Task Types	Customise Reports
Fixed Work	Used Organiser
Creating Resource Contours	Change and Set New Defaults
Understand Contours	Create Templates
View the impact of Contours	Use New Templates
Show Contours in a graph	Exchanging Project Data With Other Applications
Consolidated Multiple Project Files	Importing Data from Excel
Linked Project	Exporting