

MS PROJECT - INTRODUCTORY & ADVANCED - 2 DAYS

- 1 Starting MS Project 2000/2003**
- 2 Finding your way around MS Project**
- 3 Setting the Project Start Date**
 - a. Looking at calendars
 - b. Creating calendars
 - c. Setting non working time
- 4 Entering and Organising Tasks**
 - a. Gantt Chart view
 - b. Network Diagram view
 - c. Work breakdown schedule
- 5 Setting up Resources**
 - a. Types of resources
 - b. Pay/Costs of resources
 - c. Units of work for resources
 - d. Setting up pay rates and pay tables
 - e. Resource calendars
- 6 Look at Costs**
 - a. Baseline Costs
 - b. Variations
 - c. Types of cost settings
- 7 Assigning Resources to Tasks**
- 8 Refining Task Details**
 - a. Setting constraints
 - b. Defining effort driven/non effort driven tasks
 - c. Adding notes/comments
- 9 Refining Assignment Details**
 - a. Overallocation of resources
 - b. Coping with overallocation
 - c. Delaying the start of an assignment
 - d. Contours
 - e. Levelling resources
- 10 Critical Path Analysis**
 - a. Using the Gantt Chart Wizard to show the critical path
 - b. Understanding critical path analysis
- 11 Working the Views**
 - a. Types of views
 - b. Formatting views
 - c. Using filtering and groups
- 12 Printing Project Information**
 - a. Printing views
 - b. Saving screen shot
- 13 Reports**
 - a. Types of report
 - b. Creating reports
 - c. Printing reports
- 14 Publishing Project**
- 15 Sharing Information**
 - a. Resource Pools
 - b. Multiple Projects
- 16 Saving a Baseline**
 - a. What is a baseline?
 - b. How many baselines?
 - c. Why do I need a baseline?
- 17 Tracking your Project**
 - a. How to show tracking
 - b. What to remember
 - c. What to expect
- 18 Comparing actuals against Baseline**
 - a. Actual costs
 - b. Actual resource usage
 - c. Actual timings
 - d. Actual slippage
- 19 Publishing to the Web**
- 20 Sending Task Requests through Outlook**
 - a. Using contacts
 - b. How do I do this?
 - c. Can everyone do it?



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