

The Essentials of MS Project

2 DAYS – ULTIMO/VIA ZOOM OR ONLINE RECORDED

In business, success comes down to results. And our online Microsoft Project training course delivers results from the very first lesson. From beginners to intermediate users we teach people the tips and tricks for boosting productivity while creating a top-notch project plan.

What you'll learn

- An overview of MS Project's features and functions
- Understand project calendars and work planning
- How to set up a project Gantt Chart
- When and how to assign costs to a project
- How to apply and level resource allocations (human and non-human resources)
- Understand the different ways of updating and managing a project schedule through the project lifecycle
- Understand relationships and dependencies between tasks and learn how to apply them
- Learn how to identify and manage critical tasks
- Practice pulling data out of MS Project through project reporting

Benefits

Our online and hands-on training helps current and aspiring project professionals become more effective, more productive, project managers. With over 2000 industry professionals trained online and face to face over the past 2 years, we offer the most accessible project management training in the market, whatever level you are at.



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This course will help you to develop, execute and report on projects in the Microsoft Project application. This will help to ensure that your projects will end on-time and on-budget more often. On completion of the course you will have a good working knowledge of the tool, so you can start working on your project immediately.

Course Content

- Lesson 1** - Navigating Microsoft Project - Learn how to navigate around the tool.
- Lesson 2** - Setting up a new Project - Learn how to set up a new project from scratch.
- Lesson 3** - Learn about the importance of the Work Breakdown Structure (WBS).
- Lesson 4** - Understand the principles of sequencing activities and working with dependencies.
- Lesson 5** - Learn how to estimate and enter activity durations.
- Lesson 6** - Reviewing the Schedule - making sure you're happy with the plan.
- Lesson 7** - Understanding how to enter costs and resources.
- Lesson 8** - Differentiate between fixed work and fixed effort scheduling.
- Lesson 9** - Using fixed costs and material costs in your schedule.
- Lesson 10** - More on resources - how to manage over-allocation.
- Lesson 11** - Filters and formatting.
- Lesson 12** - Baselining your project - drawing the line in the sand once your project is ready.
- Lesson 13** - Tracking project execution - once the project is live, understand how to manage it.
- Lesson 14** - Project Reporting.

Intended Audience

New and experienced Project Managers, other project professionals, e.g. PMO, scheduler, coordinator etc. Those with little experience to no experience using MS Project; The 'accidental' Project Manager

We assume that you have access to MS Project to work through the exercises in training and to practice the concepts afterwards.

A full paid version of MS Project is required, as the free versions available do not include much of the functionality we refer to in the course. Users of Apple hardware



We're here to help!



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