

Duration 2 days

Timings 9:30 – 16:30

Course Description

This course will help you to keep your projects on time and within budget. It will also help you to manage your project resources to increase their productivity.

You will learn you how to create and control the contents of Gantt charts.

Learn how to create stages in a project then direct those stages. You will also come to understand how to manage more than one project at the same time.

Learn to communicate your project progress using the powerful graphical tools available or use the pre-defined reports built into MS Project.

Course Content

- Starting a project from scratch
- Change working time and mark non-working time
- Create tasks, milestones and summaries
- Link tasks in order of occurrence and precedence
- Set constraint dates and deadlines
- Use the critical path analysis tools
- Format your project
- Add and manage resources in your project
- Track the progress and costs of a project
- Communicating your project to others: printing and running reports
- Use resource pools to track the use of your resources on multiple projects
- Manage multiple projects in one project

Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Duration 2 days

Timings 9:30 – 16:30

Course Description

This course shows you how to use some of the more in-depth facilities of Microsoft Project to get a more effective control over your projects.

You will learn to build clearer plans, track actuals more accurately and be able to produce more detailed reports. Project 2013 gives you more control to create reports that are meaningful. You will learn how to customise the reports to analyse the project data how you want!

You will also work with more complex calendar settings, import and export data using Excel and use the Work Breakdown Structure (WBS).

You will enhance your reports and tracking using Earned Value, and practice splitting larger projects into more manageable units as well as grouping team projects into a master view.

There is the option to explore the Agile project management template available in Project 2013—please specify this at the time of booking.

Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamentals of Project Management and Microsoft Project.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Course Content

- Recap on the fundamentals of Project plan
- Inspect your project plan and control warnings
- Work with Inactive tasks and set Project to respect links
- Define and display the Work Breakdown Structure
- Work with Complex Calendar settings
- Manipulate Views to best advantage
- Use Earned Values in your project
- Import and Export Excel data
- Use Multiple Baselines to track project phases
- Use the Team Planner View
- Use resource pools to better manage resources shared over multiple projects
- Manage multiple projects from a master project
- Understand the Agile project management template (optional)

Duration 1 day

Timings 9:30 – 16:30

Course Description

Enhance your MS Project skills with this one day advanced course.

Take a comprehensive look at the more complex and powerful features of MS Project. This course leans heavily on teaching you how to customise MS Project to fulfil your projects requirements.

After creating and fine tuning customised features this course will show you how to save these improvement and incorporate them into all future projects. You will also learn to share these features with other people working with MS Project.

You will learn methods to analyse your Project so you can report more accurately.

Course Content

- Create custom fields, tables and view to see the information that you need
- Use indicators to quickly spot problems
- Use formulas in MS Project
- Add progress lines to track the progress of your project
- Find relevant information quickly: filtering and grouping your project
- Produce your own reports or tailor existing reports
- Import and export data to/from other applications
- Create macros using the macro recording features
- Analyse your Project in various ways

Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamentals of Project Management and Microsoft Project.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.