

Hands-on course , 2
day(s)
Ref : MPI

Participants

Project managers. Project
engineers. Department heads.
Planners.

Pre-requisites

No particular knowledge.

Next sessions

MS-Project, introduction

This training will mainly teach you to schedule tasks, assign resources, and budget and track activities with MS Project. Many practical exercises are included to help you learn about the software in an operational manner.

OBJECTIVES

Browsing in the MS-Project interface, using different interfaces and reports
Creating tasks in the project and assigning them durations
Establishing dependencies between tasks
Optimizing margins and the project's critical path
Associating resources with the project and improving their use
Tracking the progress of the project and analyzing discrepancies

[1\) Introduction](#)

[2\) Getting started with MS-Project](#)

[3\) Setting up the schedule.](#)

[4\) Allocating resources](#)

[5\) Setting up the budget](#)

[6\) Monitoring the project](#)

[7\) Using the schedule](#)

1) Introduction

- Defining the planning challenge.
- Functions and uses of MS-Project.

2) Getting started with MS-Project

- Introduction to the elements of the work environment: Toolbars, tables, windows, pop-up help.
- Pre-scheduling configuration: Choosing units of time and work, the calendar, and options.

Workshop

Learning the interface. Initializing the project.

3) Setting up the schedule.

- Creating tasks. Handling tasks: Moving, editing, deleting.
- Tracking the PERT network.
- Understanding different types of constraints.
- Analyzing the schedule, identifying margins and the critical path.

Workshop

Handling tasks, establishing dependencies. Inputing durations. Showing margins and the critical path. Tracking changes. Adjusting timeframes.

4) Allocating resources

- Creating and assigning resources.
- Presenting types of tasks.
- Defining assignment fields.

Workshop

Creating and assigning resources. Controlling overloads.

5) Setting up the budget

- Defining resource allocation percentages.
- Entering fixed costs.
- Evaluating the budget on the schedule.

Workshop

Fixed cost for tasks. Resource leveling. Viewing the budget.

6) Monitoring the project

- Indicators: Baseline, consumed, needed to finish, progress, end estimate.
- Setting up the baseline.
- Updating the project: Entering consumed, progress, work left remaining.

Workshop

Save the initial schedule. Define and show the progress date. Automatic progress. Analyze the project.

7) Using the schedule

- Customizing the graphical aspect of a task.
- Adding texts to the schedule.
- Presenting reports.

- Preparing the schedule for a meeting.

Workshop

Describe a task or benchmark. List of a resource's tasks. Cost analysis.