

MICROSOFT PROJECT FUNCTIONAL



Duration: 14 hours

Prerequisite:

Have access to a computer and Microsoft MS Project (2016 versions or newer).

Recognized Certification: Yes

Course material: provided

Post-training technical support: Offered free of charge for one year

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Understand the features of MS Project.
- Ability to effectively manage a simple project.
- Master the optimization of resources and schedules in MS Project.
- Customize the different components of a project: tables, display, layout, formatting, reports.
- Follow up on a schedule (update).

DESCRIPTION

In this Microsoft Project course, you will learn the basics of project management, including essential parameters, the critical path method, the ribbon, and project settings.

You will explore task planning with Gantt and PERT charts, resource management, including resource types, availability, and cost, and budget planning.

You'll also learn about schedule planning, project tracking, and how to customize different aspects of the project.

Sessions include managing forecast conflicts, remediation, and advanced customization options.

PROGRAM

The basics:

- Fundamental parameters of a project;
- Critical Path Method (CPM);
- The ribbon;
- Setup: units, calendar, options;

Task scheduling - Gantt and PERT:

- The different types of tasks and durations;
- Structure of the division of a project;
- Links between tasks;
- Constraints on tasks;
- Management of forecasting conflicts.



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Resource management:

- The list of resources and the types of resources;
- Availability and cost of resources;
- Resource allocations;
- Amount of work;
- Overuse of resources and changes in allocations.

Budget:

- Budget cost;
- Fixed cost;
- Resources Cost.

Schedule planning

- Use project-specific schedules and exceptions;
- Scheduling vacations, holidays and flexible hours;
- Manage resource and task calendars.

Project monitoring:

- Record the initial project planning (Reference);
- Progress tracking: Gantt, tables, and costs;
- Project Performance Analysis: Variation and progress report;
- Corrective Actions.

Customization of the project:

- Customization:
 - Project options;
 - Data fields and tables;
 - Displays;
 - Printing;
 - Reports.

Questions & Answers

