

## Microsoft Project 2010 Introduction

### Course length

2 days

### Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of PCs and Windows. The recommended maximum is 8 delegates.

### What will I learn?

On completion of the course delegates will be able to:

- Start Microsoft Project and work with its key screen features
- Create a new project file
- Understand the essentials of project management
- Create tasks in a project file
- Enter various durations for tasks in a project
- Create relationships between tasks in a project
- Impose constraints and deadlines on a project
- Create a resource pool for a project
- Effectively use resource assignment in a project
- Assign resources to tasks in a project
- Monitor a project and track its progress
- Print various aspects of a project
- Resolve resource over allocation problems
- Assign materials in a project
- Assign costs in a project

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

### Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

## Course contents

### Microsoft Project basics

- Overview of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project screen
- About Microsoft project views
- Working with views
- Working with combination views
- About Microsoft project tables
- Working with tables
- The gantt chart view
- Working with the gantt chart view
- Understanding Microsoft project menus
- Using Microsoft Project menus
- Understanding toolbars
- Working with existing project files
- Exiting from Microsoft Project

### Creating a new project

- About new projects
- Understanding your project
- Creating a new project
- Saving a new project file
- About Microsoft project options
- Setting specific options
- About the standard calendars
- Setting nonworking time – standard calendar
- Setting non default working time
- Creating public holidays
- Creating a new calendar
- Specifying project summary information
- Specifying project information

### Project management

- Tasks and resources
- The importance of planning
- Project management tools
- Project management tools – network diagram
- Using a computer for project management
- The pros and cons of using Microsoft project

### Creating tasks

- About creating tasks
- The rostadium project phases
- Reviewing the project
- Entering tasks
- Creating summary tasks
- Assignment – creating summary tasks
- Moving about a sheet
- Working with summary tasks

### Task durations

- About task durations
- Entering task durations
- Displaying critical tasks
- Checking project status
- Understanding project slack
- Entering milestones

### Creating relationships

- About creating relationships
- Creating relationships using the link tool
- Creating relationships using task entry
- Using task information for relationships
- Creating relationships in a sheet
- Keeping to schedule using relationships
- About lag time
- Entering lag time
- About lead time
- Entering lead time

### Constraints and deadlines

- About constraints & deadlines
- Reviewing our project
- Adding a constraint
- Using elapsed time to resolve conflicts
- Creating a deadline

### Resourcing a project

- Creating a resource pool
- Entering materials
- Assigning calendars to resources
- About resource information
- Adjusting resource information
- Changing the unit display

### Assignment concepts

- Project's calculation methodologies
- Understanding effort and task types
- Creating simple assignments
- Working with fixed unit assignments
- Working with fixed duration assignments
- Working with fixed work assignments
- Understanding the driver resource
- Understanding effort driven resourcing
- Working with effort driven resourcing
- Disabling effort driven

# ALPHA TRAINING

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## Assigning resources

- Assigning resources using task entry view
- Assigning part time resources
- Resource work pattern
- Specifying resource usage
- Assignment - contouring work hours
- Assigning specific work times
- Problem assignments
- Assigning resources in task information
- Assigning resources in a sheet
- Assigning resources that you don't have

## Project monitoring

- Creating a baseline
- Getting project to update progress
- Manually updating task progress
- Entering delayed tasks
- Tracking actuals on a Gantt chart
- Using the tracking box
- Viewing task slippage

## Printing

- Printing a Gantt chart
- Printing sheet views
- Printing jobs for resources
- Printing resources for tasks

## Resource levelling

- About resource levelling
- Creating resource chaos
- Tracking down overallocations
- Tracking overallocations in a combination view
- Changing work effort
- About overtime
- Assigning overtime
- Hiring contract labour
- Switching work assignments




## Assigning materials

- Assigning fixed material consumption
- Contouring materials usage
- Adding more material resources
- Assigning variable usage materials
- Adding to a material assignment
- Checking work for materials

## Costs

- Costing overview
- Reviewing the current cost status
- Working with variable resource costs
- Assignment – variable resource costs
- Assigning daily costs for equipment hire
- Assigning resource usage costs
- Assigning fixed costs
- Assigning material costs
- Using multiple cost tables
- Assigning multiple cost rate tables
- Changing resources rates during a project
- Viewing costs

## How do I book?

-  Call us now on 020 8658 6994
-  Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)
-  Download our public course schedule



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