

Productiv_IT with Microsoft Project 2003/2007/2010

One on One (1 Day), Small or Large Groups (1 to 2 day)

This workshop introduces participants to some basic concepts of project management, and presents the range of features available in Microsoft Project to assist in the management of a project. Attendees will learn how to efficiently plan, manage and optimise resources to achieve their project goals.

Microsoft Project is a two day workshop designed for those starting on the project management journey. This workshop aims to show the learner how to use Microsoft Project to help manage a large range of projects from small to large scale. This workshop is valuable to anyone who is required to use Microsoft Project to develop a schedule of activities for a project.

The Microsoft Project workshop focuses on making the most of complex office applications. Our IT training specialists teach you good work practices in order to achieve greater personal productivity using Microsoft Project. We take popular business problems and workshop ways to solve them in a motivating, non threatening manner.

PREFACE

Conventions used in this Workbook
MS Project and Project Management
Course Outline

Overview Of Microsoft Project

- Starting Microsoft Project
- The Microsoft Project Screen
- Working in MS Project
- Understanding Microsoft Project Menus
- Understanding Toolbars
- Working With Existing Project Files
- What's New or updated in Microsoft Office Project 2007?
- Office Project 2007 family
- Office Project 2007 feature list

MS PROJECT HELP

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- Printed Help Sources
- The Help Dialog
- Browsing The Table of Contents
- Searching For Specific Help
- Understanding A Help Window
- Enabling Online Content

CREATING A NEW PROJECT

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- New Project Overview
- The Project – Case Study
 - Creating A New Project
 - Saving A New Project File
 - Setting Specific Options
 - Pitfalls In Changing Options
 - Adjusting The Standard Calendars
 - Creating Public Holidays
 - Creating A New Calendar
 - Specifying Project Summary Information
 - Specifying Project Information

PROJECT MANAGEMENT

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- What Is A Project?
- A Project Life Cycle
- The Functions of a Project Manager
- Tasks And Resources
- The Importance Of Planning
- Project Management Tools
- Using A Computer
 - The Advantages Of Microsoft Project
 - The Disadvantages Of Microsoft Project

CREATING TASKS

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- Overview Of Creating Tasks
 - Reviewing The Project
 - Entering Tasks
 - Creating Summary Tasks
 - Moving About A Sheet
 - Working With Summary Tasks
 - Task Indicators

TASK DURATIONS

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Task Duration Overview

- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status

Understanding Project Slack

- Entering Milestones

CREATING RELATIONSHIPS

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Overview Of 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
- Entering Lag Time
- Entering Lead Time
- Using Change Highlighting
- Task Drivers

RESOURCING A PROJECT

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Overview Of Resourcing

- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

ASSIGNMENT CONCEPTS

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Understanding Resource Assignment

Project's Calculation Methodologies

- Understanding Effort

Understanding Task Types

Working With The Driver Resource

ASSIGNING RESOURCES

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Overview Of Assigning Resources

- Methods of Assigning Resources
- Contouring Resource Usage
- Problem Assignments
- Assigning Budget Resources

RESOURCE LEVELLING

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Resource Levelling Overview

- Creating Resource Chaos
- Tracking Down Overallocations
- Correcting Resource Allocations

ASSIGNING MATERIALS

ERROR! BOOKMARK

- Overview Of 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

COSTING OVERVIEW

- Reviewing The Current Cost Status
- Variable Resource Costs
- Cost Assignments
- Using Multiple Cost Tables
- Changing Resources Rates During A Project
- Viewing Costs

CONSTRAINTS & DEADLINES

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- Overview Of Constraints & Deadlines
 - Reviewing Our Project
 - Adding A Constraint
 - Using Elapsed Time To Resolve Conflicts
 - Creating A Deadline

PROJECT MONITORING

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- Overview Of 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 & REPORTS

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- Overview Of Printing
 - Printing A Gantt Chart
 - Printing Sheet Views
 - Printing Jobs For Resources
 - Printing Resources For Tasks
 - Project Reports
 - Visual Reports
 - OLAP Cube Data

Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

Testimonials

“The trainer delivered sensational training with relevant details. Shortcuts are fab. I was able to work at my own pace ensuring all of the class were up to speed.” – Questacon staff member

“I found it a very informative, useful and easy to follow workshop.” – Questacon staff member

“The MS Project Manual is very well written. It’s a good resource to take away.” – Eavan O’Brien, DEEWR

“Relevant to the issues currently I am working with.” – Dr Ajoy Kar, Defence

“I found the workshop worthwhile from start to finish.” – Blair Davidson, ATO

“A well run course covering most of the Project aspects. Good venue and well catered for.” – Mark Tankey, ATO



Enrolment Form – Productiv IT with MS Project

Project 2003 Project 2007 Project 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$895

Second and subsequent attendee: \$695

For larger groups please for call for a quote

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.