



# Hands-On Microsoft Project

This fundamental 2-day course provides you with the hands-on skills to plan and manage project activities using Microsoft Project.

Each participant is situated in front of a computer. Software techniques are taught by leading participants through a series of progressive exercises which simulate a real project. At the beginning of each exercise, participants load a new project file which contains all the information correctly input from the previous exercise. As a result, those with slower typing skills are not left behind. By completion, participants will have fully defined a project from beginning to end, and will have performed project updates and reporting.

## PARTICIPANT EVALUATIONS

“A very professional course. I especially like referring to PMBOK (Project Management Body of Knowledge). Also the course is consistent with other Procept courses. Very good indeed. I would recommend this course to all project managers”

Vasilj Petrovic, P.Eng., PMP, *ABB Canada*

“Everyone who uses MSP...should take this course. It is remarkably well organized and the pace is excellent”

Greg Centro, *Agfa Canada*

“The instructor didn’t merely answer our questions, he actually anticipated them. Wonderful instructor, the best I’ve had and I’ve been to over 25 project management seminars!”

Yoram Matzkin, *Markel Insurance*

## LEARNING OBJECTIVES

Participants will gain practical skills to:

- Effectively define a project, assign resources and costs to activities, set a project baseline, input actual project status, identify resource conflicts, and produce meaningful reports.
- Use advanced features such as individual resource calendars, custom layout definitions, filters, and the use of custom data fields.
- Understand both the positive and negative aspects of the software in order to fully understand the applicability of the software for their needs.
- Discuss real-world issues such as managing multiple projects, sharing of resources, and the efficient use of the software within large and small organizations.

## WHO SHOULD ATTEND

The Hands-On Microsoft Project course is appropriate for individuals who are:

- Project Managers and team members.
- Using Microsoft Project to plan and manage new projects, and those who require enough knowledge to understand its capabilities and to access previously defined project data.
- Using (or perhaps exploring) the software without the benefit of having been formally trained.

## PREREQUISITE

- 3-day Project Management Essentials (or its equivalent)

## MATERIALS

You will receive a course binder including step-by-step course exercises complete with many actual screen captures and advanced project tips, exercises and answers and reprints of relevant Microsoft Project Support Services Application Notes. You will also receive a CD with all applicable Microsoft Project data files used in the course.

## WHAT YOU WILL LEARN

### Starting A New Schedule

- Entering Project Summary Information
- Entering Activities
- Adding Duration and Assigning Resources to Tasks
- More about Duration, Resource Units and Work
- Setting Dependencies
- Setting Task Constraints
- Adding Expenses to Schedule

### Preparing To Manage The Schedule

- Adjusting the Gantt Chart
- Creating a Custom Table
- Setting the Project Baseline

### Managing Your Schedule

- Updating the Schedule
- Evaluating and Adjusting the Schedule
- Creating Status Reports
- Hints for Creating Effective Reports
- Consolidating Multiple Projects
- Using a Common Resource Pool for Multiple Projects

## RELATED COURSES OF INTEREST

- Project Management Essentials
- Advanced Microsoft Project
- The Comprehensive Project Management Seminar

## TO ATTEND A PUBLIC COURSE

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