



COURSE CONTENT
MS PROJECTS BASIC
DURATION: 1 DAY
US: 10140

Overview

CONTENTS

1. Introduction
2. The Project Triangle
 - a) Time:
 - b) Costs:
 - c) Scope:
 - d) Scope:
3. Starting MS Project
 - e) The Application Window
4. Getting Started With a Template
5. The Gantt Chart View
6. Tracking Gantt View
7. The Resource Sheet View
8. Task Sheet View
9. Tables
 - a) Task Related Tables
 - b) Resource Related Tables
 - c) Summarizing Views
10. Saving a Project File
 - a) Closing and Exiting
 - b) Close a File
 - c) Exit MS Project
 - d) Opening an Existing File
11. Open a file from Windows

12. Open a File from Within MS Project
- a) Module Summary

1. MODULE 2 – SET UP
2. Starting a New Plan
- a) Scheduling a Project
3. Changing a Project Start Date
4. Changing Working Hours and Days
- a) The Project Calendar
- b) Changing The Project Calendar

5. MODULE 3 – TASKS
- a) Identifying Tasks
- b) Listing Tasks
- c) Entering Task Names
- d) Examining the Schedule
- e) Organizing Tasks
- f) Summary Tasks and Sub Tasks
- g) Moving Tasks
- h) Inserting Tasks
- i) Deleting Tasks
- j) Organizing Tasks
- k) Durations
- l) Duration Entered As Typing Example Displayed As
- m) Elapsed Durations
- n) Estimating Durations
- o) Entering Durations
- p) Task Relationships
- q) “Rules” to Consider
- r) Linking Tasks

6. Project Summary Data
- a) Project Statistics

7. MODULE 4 – SCHEDULE ANALYSIS
- a) The Critical Path
- b) View the Critical Path
- c) View the Network Diagram
- d) Slack Time

- e) Viewing Slack Time
 - f) Project Statistics
 - g) Displaying Project Statistics
 - h) Task Notes
 - i) Adding a Task Note
 - j) Editing or Deleting a Task Note
8. MODULE 5 – RESOURCES
- a) What are Resources?
 - b) Decisions
 - c) Create a Resource Pool
 - d) Setting Maximum Units
 - e) Setting Resource Standard and Overtime Rates
 - f) Cost per Use
 - g) For Your Information: Overtime Rates
 - h) Resource Calendars
 - i) Changing a Single Resource's Hours
 - j) Change Working Hours for Multiple Resources
 - k) Resource Notes
 - l) Add a Resource Note
 - m) Material Resources
 - n) Listing Material Resources
 - o) Completing Material Resource Data
 - p) Material Labels
 - q) Material Costs



The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.



**COURSE CONTENT
MS PROJECTS BASIC
DURATION: 2 DAY**

Overview

CONTENTS

MODULE 1 - INTRODUCTION

1. The Project Triangle
2. Starting MS Project
3. Getting Started With a Template
4. The Gantt Chart View
5. Tracking Gantt View
6. The Resource Sheet View
7. Task Sheet View
8. Tables
9. Saving a Project File
10. Open a file from Windows
11. Open a File from Within MS Project

MODULE 2 – SET UP

2. Starting a New Plan
 - a) Scheduling a Project
3. Changing a Project Start Date
4. Changing Working Hours and Days
 - a) The Project Calendar
 - b) Changing The Project Calendar

MODULE 3 – TASKS

- a) Identifying Tasks
- b) Listing Tasks
- c) Entering Task Names
- d) Examining the Schedule
- e) Organizing Tasks
- f) Summary Tasks and Sub Tasks
- g) Moving Tasks
- h) Inserting Tasks
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- q) "Rules" to Consider
- r) Linking Tasks
- 6. Project Summary Data
- a) Project Statistics

MODULE 4 – SCHEDULE ANALYSIS

- a) The Critical Path
- b) View the Critical Path
- c) View the Network Diagram
- d) Slack Time
- e) Viewing Slack Time
- f) Project Statistics
- g) Displaying Project Statistics
- h) Task Notes
- i) Adding a Task Note
- j) Editing or Deleting a Task Note

MODULE 5 – RESOURCES

- a) What are Resources?
- b) Decisions
- c) Create a Resource Pool
- d) Setting Maximum Units
- e) Setting Resource Standard and Overtime Rates
- f) Cost per Use
- g) For Your Information: Overtime Rates
- h) Resource Calendars
- i) Changing a Single Resource's Hours
- j) Change Working Hours for Multiple Resources
- k) Resource Notes
- l) Add a Resource Note
- m) Material Resources
- n) Listing Material Resources
- o) Completing Material Resource Data
- p) Material Labels
- q) Material Costs

MODULE 6 – ASSIGNING RESOURCES

- a) The Scheduling Formula
- b) Assignments
- c) The Assign Resources Dialog Box
- d) Using Assign Resources
- e) Task Information
- f) Assigning Resources via Task Information
- g) Completing Assignments
- h) Correcting the Schedule
- i) Editing Duration Values

MODULE 7 – REPORTS AND FORMATTING

- a) Format a Single Gantt Bar
- b) Removing Custom Formatting
- c) The Bar Styles Dialog Box
- d) Adding a Custom bar to the Gantt Chart
- e) Reports
- f) An Overview Report
- g) Costs Reports
- h) Assignments Reports
- i) Printing a Report

MODULE 8 – TRACKING ACTUAL DATA

- a) Saving a Baseline
- b) Save a Baseline - method
- c) Viewing the Baseline
- d) Demonstrating the Unchanging Nature of a Baseline
- e) Changing a Baseline
- f) Update a Baseline
- g) Updating Actual Progress
- h) Update Tasks Dialog Box – Actual Duration
- i) Update Tasks Dialog Box – Percentage Complete