

ON LINE SERVICES

Computer Training & Support

Solution Series

Bring Your Projects in Under Budget and On Time Using MS Project

Overview: Students will learn how to use a variety of views, tables, filters, and reports within Microsoft Project to analyze project data for a business. Students will use some of Project's most useful features to control project costs and schedules.

Objectives: Upon successful completion of this course, students will be able to:

- Apply the essential skills for effective project management.
- Enter actuals into a project schedule.
- Use custom filters, tables, and reports to view project information.
- Revise project tasks, durations, and resources on an as needed basis

Course Outline

Activity 1: Practice sound project management with Project

- Project managers: the Jacks and Jills of all trades
- Lead and coach your project team
- Recognize the process
- Carry out the project plan
- Manage schedule information
- Understand Project

Activity 2: Use a baseline and avoid project overruns

- Determine the baseline
- Tracking with actuals
- Compare actuals to the baseline
- Enter actuals

Activity 3: Get a handle on the data you need

- Create a custom table
- Edit your custom table
- Create your custom report
- Make filters work for you
- Create a custom filter
- Making the big decisions

Activity 4: Take control of your schedule and time project costs

- Modify tasks with lead time
- Assign overtime work
- Change task relationships
- Consider the impact of changes
- Cut costs
- View new info in a report
- Create closure

Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.