

# Microsoft Project Insight

## course factsheet



duration	One day
availability	Company course listing
course overview	A general introduction into controlling smaller projects using Microsoft Project. Fundamental working concepts of the system are introduced to help plan and control people, tasks and time more effectively. End of section exercises and multiple-choice questions consolidate topics learned.
designed for	New system users wanting an insight into the general workings of Microsoft Project. Supports the following Microsoft Project versions: <ul style="list-style-type: none"><li>• Project 2010 Standard and Professional</li><li>• Office Project 2007/2003/2002 Standard and Professional</li></ul>
prerequisites	Day-to-day Windows™ expertise is required, along with a fundamental project management knowledge. Attendance on one of the following courses would be an advantage: <ul style="list-style-type: none"><li>• Project Management Insight</li><li>• Project Management Essentials</li></ul>
follow on learning	To expand upon the competences developed, the following should be considered: <ul style="list-style-type: none"><li>• Project Surgeries</li><li>• Project Mentor</li></ul>

**What to do and how to do it**

This initial section introduces the user to Microsoft Project, discusses the commands available and how they are accessed. Help and toolbars are looked at, along with the different views available. New features are discussed including view bars and indicators. A project plan is created in a hierarchical manner. Tasks within the project are specified and related to one another. An exercise and questions confirm the section's learning.

**Who does what and when**

The plan from the first section is then looked at and reported upon from various perspectives: columns of data; graphical bars; critical paths; floats etc. Selections with filter and 'Autofilter' are made. Resources for the project are then considered and defined. They are then assigned to the project tasks, along with costs. People based reports are generated. An exercise continues with establishing assignments and questions check on understanding.

**Optimising the project**

This third section looks at influences upon the project. The effect of calendars is discussed and displayed. Resource availability loading is defined. Delays are placed between tasks and time constraints are applied to the project and to the tasks themselves. Tables and 'Indicators' are used to find the constraints. Resource problems are discussed and resolved. An exercise consolidates the learning, along with questions and answers.

**Progressing the project**

This final section closes the loop. Reasons to update projects are discussed, along with methods of updating. The project is baselined to provide a reference. Progress and remaining work is then added to the project. Comparisons between actuals and the baseline necessitate getting the project back on track. Questions and an exercise again consolidate upon techniques learned.

- Microsoft Project and the user
- The Microsoft Project window
- Microsoft Project commands and tools
- Defining the project
- Defining the tasks
- Viewing the project plan
- Creating a task hierarchy
- Linking tasks together

- Reviewing when tasks happen
- Using tables to show words and numbers
- Formatting charts and reporting results
- Types of resource
- Defining who will contribute
- Assigning resources and costs to tasks
- Resource reporting

- Defining non-working time
- Constraints against the project
- Constraining tasks with links
- Setting must dates for tasks
- Determining resource availabilities
- Finding resource problems
- Fixing resource problems

- The need to update
- The baseline as a reference
- Recording what has been achieved
- Consequences of an update
- Replanning options
- Getting back on track
- Updating cycles