



3-Day Microsoft Project Fundamentals - Training Outline -



PREPARED BY:

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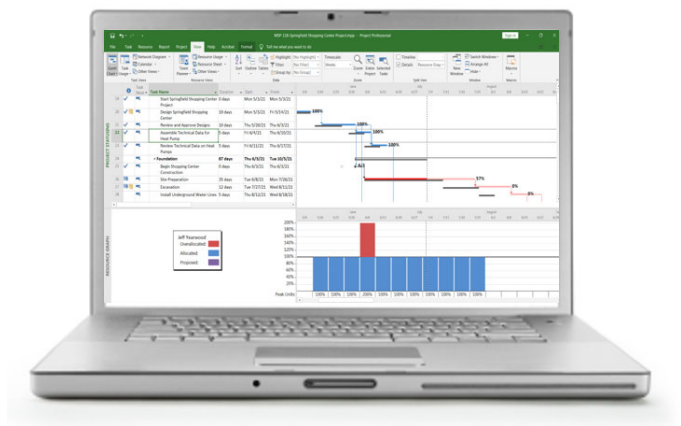
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What You Will Learn

This instructor-led course provides students with hands-on training for Microsoft Project. This course is designed to lead students through the project life cycle, from planning to execution. Guided by an instructor, students will create a project, build a work break down structure, add activities, create relationships, assign resources, estimate project costs, establish a baseline, record progress updates, analyze schedule variances and resource allocation, create views and reports.

Topics Include:

- Create a Project
- Create a Work Breakdown Structure (WBS)
- Add Tasks and Milestones
- Create Calendars
- Create Logical Relationships
- Schedule the Project
- Assign Constraints
- Format Schedule Data
- Create Resources
- Assign Resources to Tasks
- Analyze Resources
- Optimize the Project Plan
- Track Project Progress
- Create Views and Reports



Workshops

Each lesson includes hands-on workshops to reinforce key concepts

Use Microsoft Project

The course uses the Microsoft Project, Windows-based, desktop client application. This course is appropriate for those using Microsoft Project either as a stand-alone application or connected to Project Server.

Continuing Education Units

Professional Development Units (PDU) and Continuing Education Units (CEU): Earns 24 PDUs and 2.4 CEUs.

Audience

- Business Analyst
- Functional Implementer
- Project Manager
- Scheduler
- End Users
- Project Controls Specialist



Course Format

- The course duration is 3 days
- The is led by a live, U.S.-based instructor
- The course will be conducted live and online. **Travel is not required.**

Software Required

- PPM Global Services will host the Microsoft Project software and data used during this class.
- Students will access the Microsoft Project software and data via remote desktop connection
- Students do not need to own or install Microsoft Project to participate in this class.

Course Materials

- Each student will receive a copy of PPM Global Services, Inc.'s "**Microsoft Project – Application Training (Fundamentals)**" student guide in .PDF format.
- "**Microsoft Project – Application Training (Fundamentals)**" contains lessons and instructions for each topic discussed during class and will serve as the student guide throughout course instruction.
- Upon completion of class, the student will retain ownership of the "**Microsoft Project – Application Training (Fundamentals)**" student guide.

International Phone Numbers Provided

- International phone numbers provided for 18 countries.
- Alternatively, students can join using voice over IP (VOIP).



About PPM Global Services, Inc.

PPM Global Services is a provider of project portfolio management, contract management and scheduling solutions.

As an Oracle Gold Partner, PPM Global Services offers the strength of an authorized Oracle solution provider, while maintaining the agility of a small company with the ability to deliver. By providing a portfolio of talent and technology, we believe complex problems can be solved through elegant solutions.

PPM Global Services, Inc. has implemented Project Management solutions on three continents. Our team of certified trainers and implementation specialists can help you to maximize your project management intelligence.

Register today to attend one of our upcoming Microsoft Project classes and unlock the power of MS Project.

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Microsoft Project (Fundamentals) – Course Outline

Lesson 1 – Overview & Navigation

- Understanding Microsoft Project Editions
- Open an Existing Project
- Navigate Microsoft Project Views & Windows
- Customizing Tabs and Ribbons
- Understand the Backstage View

Lesson 2 – Creating a Project

- Creating a New Project
- Setting Project Information
- Setting Project Options
- Saving the Project Plan

Lesson 3 – Developing the Work Breakdown Structure (WBS)

- Creating the Work Breakdown Structure (WBS)
- Adding Summary Tasks to the Project
- Creating Task Hierarchies
- View the WBS Outline by Level
- Viewing the Project Timeline
- ***Student Workshop***

Lesson 4 – Working with Calendars

- Understanding Calendars in Microsoft Project
- Creating a Project Base Calendar
- Setting the Standard Work Week
- Change Working Time and Exceptions
- Copying and Deleting Calendars
- ***Student Workshop***

Lesson 5 – Adding Tasks to the Project Plan

- Understanding Tasks, Summary Tasks, and Milestones
- Establish Task Scheduling Modes (Automatic vs. Manual Scheduling)
- Estimating Task Durations
- Working with Elapsed Durations
- Adding Notes to a Task
- Change the Task Calendar
- Creating Recurring Tasks
- ***Student Workshop***

Lesson 6 – Creating Task Dependencies

- Network Logic Diagrams
- Precedence Diagramming Method (PDM)
- Understanding Dependency Types
- Creating Task Dependencies
- Using Lags
- Creating Dependencies in the Network Diagram
- ***Student Workshop***

Lesson 7 – Calculating the Project Schedule

- Critical Path Method
- Schedule Calculations
- Forward Pass
- Backward Pass
- Total Float (Total Slack)
- Free Float (Free Slack)
- Understanding Open Ends
- Manually Scheduled vs. Auto Scheduled Tasks
- ***Student Workshop***

Lesson 8 – Critical Path & Float Analysis

- Critical Path Methodology
- Identifying Critical Tasks
- Analyzing Total Float (Total Slack)
- Analyzing Free Float (Free Slack)
- Defining Critical Tasks in MS Project
- Viewing Critical Tasks in Columns
- Viewing Critical Tasks in the Bar Chart
- Applying a Critical Filter
- Inspecting the Critical Path
- Identifying Discontinuity within the Critical Path
- ***Student Workshop***

Lesson 9 – Assigning Schedule Constraints

- Constraint types
- Flexible constraints
- Semi-Flexible Constraints
- Inflexible Constraints
- Applying Constraints
- Working with Deadline Dates
- ***Student Workshop***

Lesson 10 – Working with Task Custom Fields

- Custom Field Types
- Creating Custom Fields
- Populating Custom Fields
- Adding Values to the Lookup Table
- Displaying Custom Fields as Columns
- ***Student Workshop***

Lesson 11 – Working with views

- View Formats
- Open an Existing view
- Customizing Views
- Adding Columns to a View
- Grouping Data
- Expand / Collapse Group Hierarchies
- Sorting Data
- Filtering Data
- Creating Custom Filters
- Using a Date Range Filter
- Saving Views
- Customizing the Bar Chart
- Customizing the Timescale
- Customizing Bar Text
- ***Student Workshop***

Lesson 12 – Defining Resources

- Resource Breakdown Structure
- Project Specific vs. Resource Pool
- Creating Resources
- Work Resources
- Material Resources
- Cost Resources
- ***Student Workshop***

Lesson 13 – Assigning Resources

- Estimating Activity Resources
- Assigning Work Resources to Tasks
- Assigning Material Resources to Tasks
- Assigning Cost Resources to Tasks
- Adjusting Resource Assignment Units
- Assigning Multiple Resources to a Task
- ***Student Workshop***

Lesson 14 – Analyzing Resources

- Analyzing Resource Demand in MS Project
- Identifying Overallocated Resources
- Using the Resource Graph
- Using the Resource Sheet

Lesson 15 – Optimizing Resources

- Resource Leveling
- Resolving Resource Overallocation
- Using Schedule Constraints to Level Resource Demand
- Replace a Resource to Resolve Resource Overallocation
- ***Student Workshop***

Lesson 16 – Setting the Project Baseline

- Setting the Project Baseline
- Viewing Baseline Data in the Bar Chart
- Viewing Baseline Columns in the Task Table
- Saving a Baseline View
- ***Student Workshop***

Lesson 17 – Tracking Schedule Progress

- Tracking Schedule Progress in MS Project
- Planned vs. Actual
- Defining the Update Period
- Setting the Status Date
- Showing the Status Date in the Bar chart
- Statusing Project Tasks and Milestones
- Statusing Resource Assignments
- ***Student Workshop***

Lesson 18 – Analyzing Schedule Variances

- Variance Analysis
- Project Baseline vs. Current Schedule
- Variance Data
- Identifying Variances within the Bar Chart
- Identifying Variances within the Task Table
- Understanding Constraints and Variances
- Using Crashing and Fast Tracking to Shorten the Project Schedule
- ***Student Workshop***

Lesson 19 – Producing Reports

- Work Performance Reports
- Producing Printed Output
- Printing MS Project Views
- Adding Gridlines to the Gantt Chart
- Customizing Columns and Timescale for Printing
- Configure Printer Options
- Adjusting Margins, Headers and Footers
- Managing Reports using the Organizer
- ***Student Workshop***