MJL TRAINING

Project 2-day Introduction – Intermediate

Course Aim
To create a Project with Summary Tasks, Tasks, Constraints, Deadlines and Milestones. To use Project to help meet target dates by managing Resources, using Critical Path and Slack. To Track progress and View Reports. At the start of day 2 there is a recap session where attendees will start a Project of their own. This will allow time to consolidate the content learnt in day 1 and see how Project may be used at work.

Intended for
Those new to MS Project and those that have tried to self-teach. Project Managers and anyone that needs to use or understand a Project plan.

Prerequisites
Basic typing skills.

Duration and Timings
This is a 2-day course, running from 9:30 am to 4:30 pm.

Day 1 – Start 9.30 am

Session 1   **Creating a new project**
The Gantt Chart View
Choosing a Start/Finish Date
Changing the Standard Calendar
Entering Tasks, Durations and Milestones
Outlining – Creating Summary Tasks
Saving the Project

10-minute Break

Session 2   **Linking Tasks**
Linking Tasks and Task Relationships
Lag and Lead
Navigating to Tasks quickly
Constraints & Deadlines

Lunch 1.00 to 2.00 pm

Session 3   **Creating Resources**
Creating Resources
Resource Working Times
Assigning Resources & Applying Filters

10-minute Break

Session 4   **Recap Session**
Plan your own project on paper (end of day 1)

Finish 4.30 pm

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Day 2 – Start 9.30 am

Session 4 (Cont.)   **Recap Session**
Create your own Project

10-minute Break

Session 5   **Meeting your deadline**
Critical Path
Project Slack
Adding Resources
Non-Effort Driven Tasks

Session 6   **Formatting and creating templates**
Formatting the Gantt Chart
Formatting the Calendar View
Formatting the Tables
Creating a Template

Lunch 1.00 to 2.00 pm

Session 7   **Tracking**
Setting a Baseline
Updating the Project
Tracking and comparing against the Baseline
Project Statistics

10-minute Break

Session 8   **Printing & Reports**
Print Preview, Headers and Footers
Adding Logos
Quick look at Reports

If time allows delegates will be introduced to Resource
Pool and/or Master Projects

Finish 4.30 pm

Tel: 07711 647507
Email: enquiries@MJLTraining.com
www.MJLTraining.com

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