MS PROJECT
Beginner level

OBJECTIVES
At the end of the course, the participant will be able to assemble and manage a simple project, from the creation of the project to communicating the results.

TARGET CLIENTELE
Project managers, designers, staff having to plan and follow a project.

PREREQUISITES
Microsoft Windows

COURSE SYLLABUS

1. Introduction
- Project management objectives
- Microsoft Project features
- Presentation of the essential principles

2. MS Project Overview
- The interface
- Displays and working modes

3. Creating a Project
- Setting and customizing options
- Setting up the calendar
- Creating tasks
- Plan mode, WBS code
- Defining links
  - Standard Link
  - Complex Link
- Creating and assigning resources
- Complements on activities, constraints on activities

- Planning mode
  - o Focused on resources
  - o Focused on the durations

4. The Displays and their Settings
- Gantt chart
- PERT network
- Resource Graph
- Table-type displays
- Detail-type displays

5. Project Tracking
- Initial project planning
- Data entry
- Using diagrams for tracking
  - o Cost tracking

6. Documentation
- Filters, tables
- Printing diagrams
- Report Builder, layout

7. Multi-Project Environment
- Sharing resources
- Project merge, sub-project, inter-projects link
- Multi-project documentation

8. Customization
- Display, calendar, environment files
  - o Import/export