

# Comprehensive Microsoft® Project

## Detailed Agenda

### Day 1

Introductions and Course Objectives

Project Management and Microsoft Project

Getting Oriented in Microsoft Project  
Components of the User Interface  
Views  
Tables  
Field Types  
Dialogue Boxes  
The Options Dialogue Box  
User Assistance  
Navigation Tips

### Planning the Project

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Setting Up the Project  
Documenting File Properties  
Entering Project Information  
Defining a Day, Week and Month  
Establishing the Project Calendar  
Making the Project Calendar Available to Others

Defining Project Scope  
Building a Work Breakdown Structure  
Establishing Task Hierarchy  
Numbering the Tasks—The Outline Code  
Numbering the Tasks—WBS Codes  
Numbering the Tasks—The Unique Identifier Field  
Establishing Recurring Tasks

*Case Study—Defining Project Scope*

Sequencing the Work  
Setting Scheduling Parameters  
Relationship Types  
Lag and Lead Time  
Linking Tasks  
Establishing Task Constraints  
Setting Deadlines  
Establishing Milestones  
Changing the Layout of the Network Diagram  
Working in the Gantt Chart View

*Case Study—Building a Network Diagram*

Establishing the Resource Pool

- Identifying Resources for the Project
- Entering Resource Contact Information
- Creating Resource Calendars
- Entering Resource Costs
- Entering Material Resources

Assigning Resources to Tasks

- Understanding "Work"
- Understanding "Duration"
- "Work" versus "Duration"
- The Work Formula
- The Work Formula Precedence
- Assigning Resources and Work
- Replacing Job Titles with Resource Names

Day 2

Day 1 Review

Entering Fixed Costs

Task Properties

- Task Types
- Effort-Driven Tasks
- Establishing Task Calendars

*Case Study—Assigning Resources*

Optimize & Communicate the Plan

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Understanding the Project Plan

- Identifying Total and Free Slack
- Identifying and Assessing the Critical Path
- Evaluating the Project's Cost
- Evaluating the Work Required

Planning for Uncertainty

Improving the Schedule

- Understanding the Driver Resource
- Evaluating Options for Improving the Schedule

Optimizing the Use of Resources

- Identifying Resource Over-Allocations
- Leveling Resource Utilization
- Leveling Resources Across Multiple Projects

Establishing the Baseline

*Case Study—Evaluating & Optimizing the Schedule*

Communicating the Plan to Others

- Sorting & Grouping
- Using Filters
- Utilizing Auto Filters
- Customizing the Gantt Chart
- Creating and Printing Reports

- Defining and Printing Views
- Exporting to Microsoft Excel
- Saving the Plan in Other Formats

#### Entering Actuals

- Determining the Level of Detail to Track
- Tracking Progress at the Task Level
- Tracking Progress by Resource
- Tracking Progress by Resource & Time Period

#### Getting Input on Task Status

- Using Email to Request & Receive Status Updates

#### Making Changes to the Plan

- Revising the Plan
- Re-baselining

#### Evaluating Project Status

- The Tracking Gantt View

### Day 3

#### Day 2 Review

#### Managing Complex Projects

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- Rolling Wave Planning
- PERT Estimates
- Cost Tables
- Work Contouring
- Performing Custom Calculations in the Plan

*Case Study—Developing a Plan for a Complex Project*

#### Managing Multiple Projects

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- Methods for Managing Multiple Projects
  - Multiple Separate Files in a Window
  - Multiple Files in a New Window
  - Inserting Projects into a Master Project
  - Linking Between Projects
- Sharing Resources Across Multiple Projects

*Case Study—Managing Outsourced Components of the Project*

#### Evaluating Project Status Using Earned Value

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- Setting the Status Date for Earned Value Analysis
- Conducting Earned Value Analysis

Putting What We've Learned to Use