

PM FUNDAMENTALS COURSE OUTLINE

MICROSOFT PROJECT COURSE (3 DAYS)

Microsoft Project is the most versatile and simple project scheduling tool available. The tool is used to assist any of the project stakeholders, to design, agree and baseline any project execution schedule. The purpose of using the schedule is to deliver the project through updating the progress and forecasting the remaining work. Through analysis and interpretation of the updated schedule, corrective actions can be identified and re-planned to ensure objectives and outcomes of the project are achieved.

Intended Audience

The course is intended to provide project stakeholders with the understanding of the use of the tool and the minimum requirements to set-up a control schedule:

- Project stakeholders
- Project Schedulers
- Project Planners
- Project Management Office staff
- Project Controls Managers
- Project Team members

Course Description

- Three (3) Day Microsoft Project training for the effective setup, and use of the tool to assist with the delivery of any project schedule.

Student Pre-Requisite Experience and Learning

Any team member that has an understanding of the project management principles and practice.

Course Topics

1. Principles of planning
2. WBS principles and use and backbone of the schedule
3. Sticky plan development
4. Function of msp, tasks dates start and finish, setting up fixed duration etc
5. Components of a task, name duration resources etc
6. Gant charts
7. Linking
8. Baseline
9. Critical tasks and float
10. Critical chain
11. Update
12. Status date

13. Rescheduling
14. Reschedule from status date
15. S curves
16. Interaction with excel
17. Cost and budgets
18. Resource usage
19. Task usage
20. Rules about change management, rules about who can change the plan and when
21. Reports

Student Materials Supplied

- Examples
- Task to execute
- Notes
- eBook

Certification

Successful members receive a course certificate of completion.