
Microsoft Project - Basic

Description: This course is dedicated for people preparing and planning the course of projects. During the course, the participants of the training will be familiarised with the basic concepts, tools and methods enabling planning the schedule of events, assigning resources, delegating contractors for tasks and monitoring the course of the project performance.

Duration: 8 hours

Initial requirements: The participants of the training should be able to work in the MS Office environment.

For whom: The training is dedicated for managers planning work of their departments, people planning the course of complex projects and their performance.

Module: Create a schedule (MSPRO01)

- 1) **Basic skills - Create a schedule**
- 2) **Calendars**
 - a. Create and edit calendars
 - b. Assigning a calendar to a project
 - c. Assign a calendar to the time scale
 - d. Calendar options
- 3) **Create and modify a list of tasks**
 - a. Defining task duration
 - b. Task properties
- 4) **Defining task structure (Outline)**
 - a. Setting the level of the outline
 - b. Show and hide subtasks
 - c. Display the number of the outline
 - d. View summary task
- 5) **Relations - Build a logical schedule model**
 - a. Types of dependencies
 - b. Methods of joining tasks
 - c. Modify connections
 - d. Delaying or overrunning the start date of a task

Module: Resources (MSPRO02)

- 1) **Resource types**
 - a. Work
 - b. Material
 - c. Cost
- 2) **Defining resources**
 - a. Entering all types of resources (Work, Material, Cost)

- 3) Resource properties**
 - a. Resource availability settings over time
 - b. Cost rates tables

Module: Assignments – basic skills (MSPRO03)

- 4) Methods of allocating resources to tasks**
 - a. Task form
 - b. Task Information
 - c. Resource allocation
- 5) Calculation of workload**
 - a. Assigning work-type resources
 - b. Assigning material resources
 - c. Assign a cost bidding table
- 6) The impact of calendars on task execution time**
- 7) Basic assignment modifications**
 - a. Difference between assignment and assignment modification

Module: Track and analyze a project (MSPRO04)

- 1) Baseline**
 - b. Role of the Baseline
 - c. Create a Baseline
 - d. Display Baseline
- 2) Update schedule**
 - a. Update tasks as planned
 - b. Update tasks with time changes