

# Project Management using Microsoft® Project 2003 or 2007 - 2 Days

## **Course Description:**

Project managers that use the most recent versions of Microsoft® Project will learn the most up-to-date strategies for managing projects with this powerful tool. Whether you use this tool as a stand-alone desktop application or a server-based enterprise application, this course presents all the features needed to plan and manage a project. A tool is only as good as the person using it!

## **Strategic Course Goals and Objectives:**

Our Microsoft® Project curriculum goes beyond point-and-click training by integrating the project management discipline into the proper use of the tool. Understanding the principles upon which the software applications are based enables the user to capitalize on the powerful and flexible capabilities that this software can deliver. As with all RG Freeman Group courses, our Microsoft® Project classes can be customized for on-site delivery.

Our instructors are truly product experts. Their knowledge is a result of exhaustive exploration of new features as well as hands-on experience using the tool to manage projects. These same instructors teach our project management discipline courses – providing you a unique combination of software and professional knowledge.

## **Tactical Skills:**

In this course—taught by experienced project management experts—you’ll learn:

- How to quickly navigate Microsoft® Project.
- How to use the program to develop realistic schedules.
- How to use summary tasks to get accurate, high level views of the project.
- How to “Level” resources within and among different projects.
- How to analyze and apply resource and project calendars correctly.
- How to integrate information from multiple projects.
- How to correctly track the progress of effort, cost and schedule.

## **Course Outline:**

### **1. Introduction**

- The value of project management software

- The project lifecycle:
- A framework for success
- The five-step planning model
- Buttons / tool bar / general navigation
- Understanding views

## **2. Setting up a new project**

- The project calendar
- Change working time
- Project statistics

## **3. Building a work breakdown structure**

- Understanding tasks, summary tasks and milestones
- Organizing the WBS
- WBS number vs. outlining task outline numbers
- Evaluating the WBS
- WBS templates

## **4. Establish task relationships**

- Task dependencies: networks and PERT charts
- Lag, lead and delay
- Formatting the network diagram

## **5. Making work package estimates**

- Duration estimates
- Effort driven scheduling
- Effort and task types

## **6. Creating an initial schedule**

- Critical path analysis
- Schedule constraints
- Crashing a schedule

## **7. Assigning and leveling resources**

- Defining resources
- Realistic resource planning
- Resource leveling

## **8. Managing the Project**

- Tracking field definitions
- Creating the project baseline
- The tracking Gantt
- Entering actual performance data
- Variance
- Percent complete
- Splitting tasks
- Rescheduling work

## **9. Formatting output and printing reports**

- Using the Gantt wizard
- Standard & custom reports
- Managing multiple projects
- Integrating multiple projects
- Consolidating project files
- Resource pools