



MS Project Project Management

What You Will Learn

- Understand the capabilities of MS-Project
- Enter task information
- Develop a project schedule by setting task dependencies, work efforts, resource allocations, and task assignments
- Identify and display the schedule's critical path
- Use reports to communicate the budget, resource usage and utilization

Seminar Outline

I. Innovation in Business

- Introductions and definitions
- Overview of MS-Project functionality and layout
- Setting the project profile
- Entering tasks
 - The work breakdown structure (WBS)
 - Exercise #1
- Entering dependencies
 - Types of dependencies
 - Exercise #2
- Entering work effort
 - Exercise #3
- Using resources
 - Setting up resources
 - Applying resources to tasks
 - Resource leveling
 - Exercise #4
- View and display optimization
- Managing and manipulating the plan
 - Tools available for analysis
 - Exercise #5
- Reports
- Tips and tricks
- Wrap-up

Who Should Attend

Any project manager, program manager, or project administrator that is unfamiliar with MS-Project, needs a "refresher", or is new to MS-Project

IT Requirements

- MS-Project (Standard or Professional) 2013 or newer needs to be loaded and confirmed as working on a participant's computer (trial version is fine)
- A second screen, while not mandatory, will be really helpful