

# MS PROJECT FOR MANAGING PROJECTS

For managers, project managers, IT project managers, program managers, supervisors, project coordinators, project team members, stakeholders, and senior managers who want to learn how to use MS Project for managing their programs, projects, and workload.

**Duration:** 2 Day Workshop

**Dates:**

**PDU:** 15 PDU

**Workshop Code:** OPMT 0216

## What the Workshop Provides

MS Project is a powerful industry standard software tool that can help you manage projects, programs, and multiple tasks. This workshop provides comprehensive training covering the skills required to create a project plan, identify tasks, assign resources to tasks, create a project calendar, and create custom reports to monitor progress using different views to track budget, schedule, and task status. You also learn how to create project plan templates that you can reuse on other projects and tasks, which significantly improves your organization's efficiency. All workshop content is compliant with the project management theory, practices, and standards of the Project Management Institute. Students are provided with best practices along with plenty of real life project management examples of their application in a hands-on interactive format to enhance learning.

## What Participants Learn

Skills that enable you to:

- Create project plans and templates
- Define activities, costs, risks, scope
- Assign resources, manage allocations
- Optimize plans to finish on time
- Track, record progress, record updates
- Gauge performance, identify problems
- Create a customized table, view, and graphical indicators
- Create custom reports

## Workshop Format

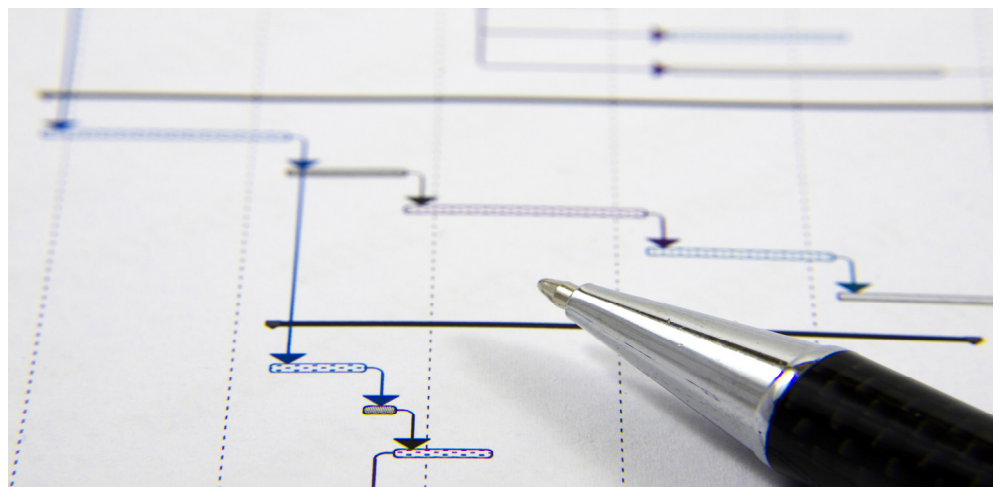
This hands-on workshop includes instruction and student exercises that reinforce the learning of tools and best practices presented in the workshop.

Participants receive:

- Two full days of instruction
- Comprehensive course binder
- Certificate of completion

## Topics Covered

- 1. Introduction to MS Project 2013**  
MS Project basics  
Using the Welcome to Project features  
Standard & formatting toolbars  
Opening & closing Project  
Creating a new project  
Using templates
- 2. Planning the Project**  
Identifying project tasks  
Defining task linkages and dependencies  
Defining task deliverables  
Defining task constraints  
Setting task deadlines
- 3. Setting Up a Project**  
Creating a project plan file  
Entering project information  
Creating the project calendar  
Entering tasks to the project plan  
Organizing tasks, creating summary tasks  
Entering recurring tasks  
Estimating task duration  
Creating milestones
- 4. Assigning Resources to Tasks**  
Creating resources  
Creating a resource calendar  
Assigning resources  
Adding/removing resources  
Resolving task resource conflicts
- 5. Creating the Project Plan Baseline**  
Creating a graphical view of the schedule  
Viewing the critical path  
Adjusting the project duration  
Setting a Baseline
- 6. Monitoring/Updating the Project Plan**  
Entering progress information  
Viewing project plan progress  
Viewing task progress  
Viewing resource usage  
Filtering tasks  
Saving an interim project plan
- 7. Creating and Customizing Reports**  
Overview of reports  
Creating resource activity reports  
Creating assignment reports  
Creating workload reports  
Modifying the report Header/Footer  
Modifying the report margins  
Printing a custom report
- 8. Creating Project Plan Templates**  
Creating custom templates  
Creating custom views  
Sharing resources  
Creating a master project plan  
Sharing project plan templates
- 9. Importing/Exporting Project Plan Data**  
Importing and exporting task lists  
Creating a custom import map  
Exporting project plan data to other applications
- 10. Customizing the Project Interface**  
Collapsing and expanding the ribbon  
Customizing the Quick Access Toolbar  
Hiding and showing ribbon tabs  
Creating custom ribbon tabs  
Resetting Interface default settings



**Information  
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<http://www.bcit.ca/study/courses/opmt0216>