



# Microsoft Project 2000

## **Who should attend this seminar**

An introductory course for anyone who is using Microsoft Project as their prime project planning tool. This seminar not only provides software skills training, but also integrates key components of fundamental project management techniques.

## **What you will learn**

- How to break down a project into Work Package groups & make modifications
- How to plan project tasks
- How to create, plan & control calendars, resources & costs with MSP
- How to consolidate projects

## **Seminar format**

- Two days with workshop, discussion and lecture

## **Seminar take-aways**

- Seminar manual with all teaching materials plus workshop handouts
- On-line and phone support for past seminar participants
- Certificate of completion with 14 Professional Development Units (PDU's)

## **Seminar Outline**

### **Introduction**

Basic concepts in project management – Importance of good project management methodology – Benefits of automating tools in project management – Glossary of PM terms

### **Presentation of Microsoft Project 2000**

Accessing the software – Displaying windows, menus, dialogue boxes, commands, icons – Customizing the interface – Bates calendars

### **Creating the Schedule**

Work breakdown structure – Task types and milestones – Creating and editing the list of tasks – Interdependencies between tasks - workshop

### **Resource Management**

Identifying and assigning resources – Resource table and calendars – Resource control and leveling – Conflict management

### **Cost Management**

Variable, fixed and total costs – Assigning costs to resources

### **Completing the Project Plan**

Revising the plan – Critical path analysis – Creation of the baseline plan – workshop

### **Project Control**

Monitoring work and costs – Work status and earned value – Report customization – Report tracking – Workshop

### **Multi-Project Environment**

Consolidation of projects – Sharing resources

