Hands-on
Microsoft Project

WCP

The first version of our 2-day *Hands-on Microsoft Project* course was developed in 1996, and was based on Microsoft Project version '95. Since then, there have been numerous upgrades to Microsoft Project, and our original course has kept pace, with updated courseware for MSP versions 2000, 2002, 2003, 2007, 2010 and now, 2013.

The secret to this course's success, and its popularity among our clients for well over a decade, is the fact that a single project simulation is used over the entire course. Each feature in MSP — whether it is learning how to resolve a resource conflict, or how to use project filters — is taught within the context of the project simulation. The course begins with essentially a blank sheet, but by the end of the second day, participants have input a complete project into MSP — including resources, costs, task dependencies and constraints. They are all the while learning tips and techniques that encourage both greater efficiency and fewer potential errors. They have also learned how to identify and resolve resource and scheduling conflicts, set a baseline, update actual status information, and create meaningful status reports geared to various stakeholder groups. In other words, participants learn not only how to "push buttons" in MSP, but more importantly how to use MSP on a real project.

The key to making this style of course successful is to avoid turning it into a typing and data entry exercise. We have found the key to maintaining a focus on practice and problem-solving using our unique instructional methodology. Participants get plenty of hands-on practice and decision-making practice with minimal routine input of project data. After the course, participants are given a copy of all course data files used during the session. These data files, together with the workbook which contains very detailed step-by-step instructions, numerous screen captures, and helpful tips and best practices, allow participants to repeat any exercise of the course they wish to at any time. In fact, given the structured layout of the materials, participants often use the course materials on their own projects to support them through their first few projects – substituting the course files with their own data.

Please see the following pages for the full course description.

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This fundamental 2-day course provides you with the hands-on skills to plan and manage project activities using Microsoft Project. Each participant is situated in front of a computer. By leading participants through a series of progressive exercises, participants learn how to use MSP as it is used on real projects. Our unique instructional methodology ensures that those with slower typing skills are not left behind. By course completion, participants have fully defined a project from beginning to end, and will have performed project updates and reporting.

Who should attend

The Hands-On Microsoft Project course is appropriate for:

- Project Managers
- Project Schedulers
- Anyone who is required to understand the capabilities of Microsoft Project, or is required to access data from within MS project

Materials

- Course workbook including step-by-step course exercises complete with many actual screen captures and advanced project tips, exercises and answers
- Data files with all applicable Microsoft Project files used in the course
- Certificate of completion (framed for participants of in-house workshops)

Learning Outcomes

Through a series of progressive exercises which simulate the use of Microsoft Project on an actual project, participants completing this workshop will be able to…

Enter a fully defined project into Microsoft Project

- Set key-defaults in Microsoft Project to assist in more predictable performance
- Effectively use Project Summary Information
- Create and apply custom project, task and resource calendars, and understand how they interact with one another
- Enter tasks in a properly structured WBS
- Add duration estimates to tasks
- Assign project resources (work, material, and cost resources) to tasks
- Establish multiple cost rates for a given resource
- Work with MS Project task types (fixed work, fixed units, fixed duration)
- Determine when to make a task "effort driven" and when not to
- Set task dependencies
- Set task constraints
- Apply resources from a pre-defined resource pool, shared between multiple projects

Analyze a project to identify resource and schedule conflicts

- Use MSP filters to help isolate problem areas within the project
- Identify resource scheduling conflicts and solve the conflicts using a variety of techniques including; re-assigning work, sharing work, authorizing overtime, re-scheduling the task
- Analyze and solve task scheduling conflicts
- Set the project baseline – and understand the various options available when doing so

Use Microsoft Project for tracking, updating, and reporting of project status
- Set the project baseline
- Updating the schedule with actual task duration, resource usage, and costs
- Evaluating and adjust the schedule one project updates have been made
- Creating and customize status reports, in order to provide the appropriate project information to a variety of stakeholder types (clients, sponsors, team members, etc…)

Prerequisites
- 3-day Project Management Essentials (or its equivalent)

Course outline

DAY 1

Part 1: Starting a New Schedule
- Microsoft Project Overview
- Starting a New Project
- Understanding MSP Calendar Options
- Entering Activities
- Activity Notes and Measurable Deliverables
- Adding Resources to MSP
- Adding Duration and Assigning Resources to Tasks
- The relationship between duration, work, units
- Adding Expenses to Schedule
- Setting Dependencies
- Setting Task Constraints

DAY 2

Part 2: Preparing to Manage the Schedule
- The Gantt Chart Wizard
- Checking Resource Availability
- Setting the Project Baseline

Part 3: MSP - Managing Your Schedule
- Updating the Schedule
- Resolving Scheduling Problems
- Creating Status Reports

Part 4: Supplementary Exercises
- Creating a custom table
- Using Organizer to Share Custom Features
- Adjusting the Gantt Chart
- Using Resource Pools
- Consolidating Projects

Additional information
- This course is also available in-house (at your location) using Microsoft Project versions 2010 or 2013
- An Advanced Microsoft Project course is also available as an in-house workshop
- Participants qualify for 14 Professional Development Units (PDUs) or PM learning hours
- This course is part of the Canadian Construction Association (CCA) Gold Seal Certification Program. Participants will therefore also earn 2 Special Industry Course (SIC) credits.
- This course is regularly offered publicly in Mississauga, Toronto, Kitchener and Sudbury and can be applied towards a University of Waterloo Project Management Certificate

For more information or to arrange an in-house delivery of this workshop, call us toll free at 1-800-214-8096 or email us at info@wcpconsulting.com

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