

# Hands-on Microsoft Project

WCP

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## What our clients have to say about this course...

*"Everyone who uses MSP...  
should take this course. It is  
remarkably well-organized  
and the pace is excellent."*  
– Greg Centro, Agfa Canada

*"The instructor didn't merely  
answer our questions, he  
actually anticipated them.  
Wonderful instructor, the best  
I've had and I've been to over  
25 project management  
seminars!"*  
– Yoram Matzkin,  
Markel Insurance

*"I found I learned a  
considerable amount here MSP  
suddenly became a very  
powerful tool."*  
– Lathif Masood, ESRI Canada

*"Excellent instructor! Good  
that the chapters were in  
modules, so that if a mistake  
was made no one got lost."*  
– Charley Murphy, De Beers  
Canada

*"It introduced MS Project to me  
in a way that will be possible  
for me to use it in my job. The  
course was very thorough and  
easy to follow."*  
– Karen Gall, Frito Lay Canada

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The first version of our *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 suitable for MSP versions for Project '98, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019 and the subscription-based desktop version of MS Project.

The secret to this course's success, and its popularity among our clients for well over a decade, is that it is taught by seasoned project managers (who have actually used MS Project to manage their projects!) and 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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The online instructor lead version of our Hands-on Microsoft Project course consists of four half day sessions. It provides participants with the hands-on skills to plan and manage project activities using Microsoft Project.

Participants are lead through a series of progressive exercises, in which they 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 use Microsoft Project, understand the capabilities of Microsoft Project, or is required to access data from within Microsoft 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
- PDF certificate of completion

## 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
- Create and apply a custom project calendar, 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 built in and custom 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

- Update the schedule with actual task duration, resource usage, and costs
- Learn how to deal with scope changes
- Identify and resolve schedule and resource conflicts resulting from project updates
- Create and customize status reports, 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)

## Participant Requirements

This workshop is available both on-site (to corporate clients) as well as virtually. To participate in a virtual delivery of this workshop, participants require the following:

- A high-speed stable internet connection
- A computer with two monitors (one to see the instructor's computer, and one with a copy of MS Project to do the course exercises,
- A computer headset (microphone and headphone) so that they m
- Microsoft Project (v2000 (or later), or subscription Desktop version)
- Ability to participate in a live virtual web meeting

## Course outline

(This workshop may be delivered over two full days or four half-days. When delivered over two full days, sessions 1 and 2 are day 1, and session 3 and 4 are on day 2).

### Session 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

### Session 2

- Adding Duration and Assigning Resources to Tasks
- The relationship between duration, work, units
- Adding Expenses to Schedule
- Setting Dependencies
- Setting Task Constraints

### Session 3

#### Part 2: Preparing to Manage the Schedule

- Check for and resolve schedule conflicts
- Check for and resolve resource conflicts
- Setting the Project Baseline

#### Part 3: MSP - Managing Your Schedule

- Updating the Schedule

### Session 4

- Resolving Scheduling Problems
- Creating Status Reports

#### Part 4: Supplementary Exercises

- Creating a custom table
- Using Organizer to Share Custom Features
- Adjusting the Gantt Chart

## Additional information

- An [Advanced Microsoft Project](#) course is also available.
- Participants qualify for 14 Professional Development Units (PDUs) or PM learning hours.

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](mailto:info@wcpconsulting.com)