PROJECT MANAGEMENT
ADVANCED MICROSOFT PROJECT

COURSE DESCRIPTION

OVERVIEW
This course teaches students how to use Microsoft Project, in a way that is compatible with sound project management practice to successfully plan and control their projects. The program is designed to be a follow-on to PMAlliance's 2-day course, Project Management; Duration-Driven SM Planning & Control by showing students how to use Microsoft Project software and apply the general project management techniques taught in the 2-day program. Both programs incorporate the same case studies and follow a similar progression of subject matter.

AUDIENCE
The target audience for this course is individuals that already have a good understanding of basic project planning and control techniques and require proficiency in the use of Microsoft Project software. In addition, the course is also applicable to individuals that desire a general understanding of how software can be used to facilitate the project management process.

COURSE DURATION
The course consists of 8 hours of instruction taught in a one-day program, including lecture and hands-on exercises, using Microsoft Project. The course includes exercises on the following topics:

- Setting-Up a Project in Microsoft Project and Inputting the Initial Plan
- Compressing the Schedule To Meet Deadline Dates
- Establishing a Baseline Plan and Producing a Project Report Package
- Updating the Project Plan to Reflect Actual Progress To-Date
- Recompressing the Updated Plan and Producing an Update Report Package
- A Final, Extended Case Exercise to Reinforce the Skills Learned Throughout The Class

COURSE CONTENT
Each student is provided a six-chapter notebook at the beginning of the course that is used during the program to follow the lecture material and to perform individual exercises. The course material in the notebook is presented in the same order that would be followed when actually planning/controlling a project and, therefore, serves as an excellent reference tool for future projects. In addition, each student is provided a CD with advanced add-in utilities for Microsoft Project (the utilities are compatible with Microsoft Project 2000/2002/2003, Primavera P3, and SureTrak) that enhance the functionality of the software and enable the user to overcome limitations in the "out-of-the-box" version. The installation and use of the utilities is presented during the program.

PREREQUISITES
Successful completion of PMAlliance's course, Project Management; Duration-Driven SM Planning & Control (or equivalent) is a prerequisite for this course. Prior knowledge/experience with Microsoft Project is not required; however, a basic understanding of personal computers and Microsoft Windows is expected.

COURSE OUTLINE

INSTALLING PMALLIANCE UTILITIES

AN OVERVIEW OF MICROSOFT PROJECT

- o Review of the Menu Structure
- o Microsoft Project Options Menus
- o Issues With MSP Effort-Driven Tasks

CREATING A PROJECT

- o Entering Basic Project Information
- o Project Date and Calendar Information
- o Customizing Fields and Value Lists
- o Loading Holidays into the Project Calendar
- o Setting the Global Calendar
- o Saving the Project File

INPUTTING THE INITIAL PLAN

- o Entering Activity Information
- o Entering Precedence Relationships
- o Reviewing Input Listings
- o Issues With the MSP Calculation Process
- o Calculating the Schedule
- o Identifying/Correcting Unconnected Activities
- o Reviewing Summary Project Information
- o Identifying the Critical Path
- o Controlling Path vs. Critical Path
- o Reviewing the Controlling Path

COMPRESSING THE SCHEDULE TO MEET PROJECT DEADLINE DATES

- o Filtering for the Critical Path
- o Compressing the Schedule to Meet Deadline Date(s) Using the Critical Path
- o Customizing/Printing Project Update Reports
- o Customizing/Printing Near-Term Activity Reports
- o Customizing/Printing Gantt Charts
- o Customizing/Printing Network Diagrams

CONTROLLING THE PROJECT

- o Saving Project Baseline Information
- o Issues With the MSP Update Process
- o Entering Project Update Information
- o Recalculating the Schedule Based on Update Information
- o Recompressing the Schedule to Meet Deadline Date(s) Using the Critical Path
  Customizing/Printing Updated Project Reports

FINAL CLASS EXAMPLE PROJECT