



## Microsoft Project

National Competency Standard (ICT):

BSBPMG410 Apply project time management techniques

BSBPMG512 Manage project time

### Course Objectives

This course teaches how to manage large and small projects using Microsoft Project. The course discusses basic project management elements, such as tasks and resources, and shows how these can be planned and reported on electronically. The course shows how larger projects can be managed by breaking them into sub-projects and by sharing pooled resources between projects.

### Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

### Duration

2 Days

### Course Outcomes

1. Understand the anatomy of a project and the steps to follow in planning and managing a project.
2. Create a project and define the project's calendar, or timescale.
3. Manage tasks - define tasks, link dependant tasks, break down major tasks into sub-tasks and view tasks in a Gantt chart and PERT chart to analyse important relationships.
4. Manage resources - assign resources to tasks, define the quantity, cost and availability of each resource, define calendars for the availability of individual resources and groups of resources, produce reports and graphs on resource usage and reconcile over-committed resources.
5. Create a baseline plan for the project.
6. Manage costs - calculate and report on task and resource costs.
7. Manage the project schedule - track a project, sort tasks into sequence, update information as tasks are completed, enter actual start and actual finish dates for tasks that are on schedule, compare the schedule with the plan and re-define completion dates for slipping tasks.
8. Manage multiple projects by sharing resources from a single resource pool and consolidating them.
9. Manage large projects by dividing them into sub-projects that can be re-used.
10. Produce customised reports using filters and tables.

### Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency

outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

# Course Content

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## Course Overview

- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

## Project Management Essentials

- Some Definitions and Concepts

## Introduction to Project

- What is Microsoft Project?
- How Does it Work?
- Starting Project
- The Project Interface
- Creating a New Project
- Saving A Project
- Closing a Project
- Opening an Existing Project
- Using Save As
- Exiting Project

## Views

- Choosing Views
- Task Views
- Resource Views
- Other Views
- The Timeline
- Split Views

## Setting Up

- Setting the Start Date
- Setting Preferences
- Configuring the Standard Calendar

## Entering Tasks

- Information Required
- Entering Tasks
- Milestones
- Outlining
- Linking

## Entering Resources

- Types of Resources
- Entering Resource Details

## Assigning Resources

- Assigning Work Resources to a task
- Reassigning Resources

## Resource Overallocations

- What is an Overallocation?
- Viewing Overallocations
- Resolving Overallocations

## Calendars

- Scheduling Options Vs Calendars
- Different Calendar Types
- Viewing Calendars
- Assigning a Resource Calendar
- Creating a New Base Calendar
- Modifying a Resource Calendar
- Creating a Task Calendar

## Tables and Filters

- Viewing Tables
- Modifying Tables
- Custom Fields
- Filters

## Updating

- Set and Manage Baselines
- Comparing Progress to Baseline
- Completing on a Percentage Basis
- Completing Tasks on a Date Basis
- Updating the Project

## Printing

- Backstage Print View

## Exporting

- Copy and Paste
- Save As
- Copy Picture

## Reports

- Built-in Reports
- Visual Reports

## Multiple Projects

- Resource Pooling
- Consolidation
- Sub-Projects

## Scheduling Mode

- Non-Effort Driven Scheduling
- Effort Driven Scheduling

## Conclusion