

# Microsoft Project Training – 1 Day

## Configuring Project

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- Setting the project start date
- Setting up working times for the project
- Adding bank holidays and other shut-down periods
- Saving customisations to the global template
- Auto scheduling vs manual scheduling tasks

## Entering Tasks

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- Task durations
- Setting the default unit for durations
- Deleting tasks
- Inserting tasks
- Moving tasks
- Creating milestone tasks

## Linking Tasks

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- Creating links using the predecessors column
- Creating links using the task information dialogue box
- Creating links using the “link tasks” button
- Dragging and dropping links in the Gantt chart
- Relationship types
  - Finish to start relationships
  - Start to start relationships
  - Finish to finish relationships
  - Start to finish relationships
- Applying lag and lead to task relationships
- Task path highlighter

## Task Constraints

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- Constraint types
- Understanding the planning wizard in relation to constraints



## Sub Tasks

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- Indenting tasks to create subtasks
- Collapsing and expanding summary tasks
- Outline numbering
- Work breakdown structure
- The project summary task

## The Critical Path

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- Displaying the critical path
- Understanding the critical path

## Navigation

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- Using the “Go to” dialogue box
- Scroll to task
- Zoom options
- Formatting the Gantt chart timescale

## Resources

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- Resource types
  - Work resources
  - Material resources
  - Cost resources
- Understanding the resource sheet columns – material, max units, rate, accrue at, base calendar
- Editing resource calendars – adding holidays, customising work times
- Assigning resources to tasks
- Understanding the “work” value
- Levelling resources
- Budget resources

## Setting a Baseline

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- How to set a baseline
- The baseline in the tracking Gantt
- Viewing baseline values in tables

## Tracking Progress on Your Project

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- Marking a task as on track
- Moving incomplete parts of a task
- Updating task start and finish dates as well as percentage complete
- Setting a status date
- Tracking in the resource usage view

## Reporting

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- Using built-in reports
- Creating customized reports

