

*This course provides the student with the ability to understand the essentials of project management and create effective projects using Microsoft Project.*

## Pre-Requisites

It is recommended that the student has an understanding of project management basics and a working knowledge of other Microsoft Office applications (e.g. Word & Excel) or similar applications.

## Duration

2 Days

## Cost

\$550 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### Microsoft Project Basics

- Overview Of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- Working With Views
- Working With Combination Views
- Working With Existing Project Files
- Exiting From Microsoft Project

### Microsoft Project Help

- Printed Help Sources
- The Help Task Pane
- Understanding A Help Window
- Disabling Online Content
- Displaying And Using The Office Assistant
- Disabling The Office Assistant

### Creating A New Project

- Understanding Your Project
- Creating A New Project
- Saving A New Project File
- Setting Specific Options
- Pitfalls In Changing Options
- Adjusting The Standard Calendars
- Creating Public Holidays
- Creating A New Calendar
- Specifying Project Summary Information
- Specifying Project Information

### Project Management

- What Is A Project?
- Tasks And Resources
- The Importance Of Planning
- Steps In Project Management
- Project Management Tools

### Creating Tasks

- Overview Of Creating Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet

### Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

### Creating Relationships

- Creating Relationships Using The Link Tool
- Creating Relationships Using Task Entry
- Using Task Information For Relationships
- Creating Relationships In A Sheet
- Keeping To Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time

### Resourcing A Project

- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

### Assignment Concepts

- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With The Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing

### Assigning Resources

- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times

- Problem Assignments

### Resource Levelling

- Resource Levelling Overview
- Creating Resource Chaos
- Tracking Down Overallocations

### Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Assigning Variable Usage Materials
- Adding To A Material Assignment
- Checking Work For Materials

### Costs

- Reviewing The Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Costs
- Viewing Costs

### Constraints & Deadlines

- Adding A Constraint
- Using Elapsed Time To Resolve Conflicts
- Creating A Deadline

### Project Monitoring

- Creating A Baseline
- Getting Project To Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

### Printing

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Tasks