

**COURSE INFORMATION****TITLE****Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition****OVERVIEW**

This course is aimed at teaching students who understand the *PMBOK® Guide* Fourth Edition project management processes how to plan and control projects with and without resources up to an intermediate level using Microsoft® Office Project 2007 and earlier versions.

**OBJECTIVES**

This course aim to teach participants:

- Which *PMBOK® Guide* process are supported by Microsoft Project,
- The user interface and creating projects,
- Scheduling projects without resources,
- Filters layouts, printing,
- Baselines and updating an un-resourced project,
- Creating and assigning resources,
- Controlling projects with resources and costs,
- Tools and Utilities.

**TARGET AUDIENCE**

The following people should consider attending this course:

- Project managers and schedulers who wish to learn how to use the software to schedule and control projects in an environment based on the *PMBOK® Guide* process and components.
- Programme Managers, Project Managers and Project Control staff evaluating the software against their organisational requirements.

**DELIVERY**

The course is delivered in a classroom using the following technique:

- The instructor demonstrates the software functions using a PowerPoint presentation and the software module by module, and
- At the end of each module the students complete a workshop that reinforces the topics learnt in the module.

**COURSE MATERIAL**

Planning and Control Using Microsoft Project and *PMBOK® Guide* Fourth Edition by Paul E Harris.

**OPTIONS FOR IN HOUSE PRESENTATION**

This training course is designed to be delivered as 2 day course where the students complete workshops at the end of each chapter to reinforce the material taught in the lesson.

The courses may also be run as:

- A one day introductory course where the students complete Day 1 of the training and learn to plan but not control a project and complete the student workshops.
- A one day workshop where the whole content of the course is covered in one day. The students do not complete the workshops and any questions or issues the students have are explored during the course. This is a great way to bring self taught and casual users up to speed with some of the more difficult areas of the software.
- This course may also be shortened to meet any customers requirement including the writing of specialized training material to suit a customers method of operation.

# Planning and Control Using Microsoft® Office Project and *PMBOK® Guide* Fourth Edition

## **COURSE CONTENTS**

### **DAY 1**

- 1 Introduction
- 2 Creating a Project Plan
- 3 Creating Projects and Setting up the Software
- 4 Navigating Around the Screen
- 5 Defining Calendars
- 6 Adding Tasks
- 7 Organizing Tasks Using Outlining
- 8 Formatting the Display
- 9 Adding Task Dependencies
- 10 Network Diagram View
- 11 Constraints

### **DAY 2**

- 12 Filters
- 13 Grouping Tasks, Outline Codes and WBS
- 14 Views, Tables and Details
- 15 Printing and Reports
- 16 Tracking Progress
- 17 Options
- 18 Creating Resources
- 19 Assigning Resources and Costs to Tasks
- 20 Resource Histograms, Tables, S-Curves & Leveling
- 21 Statusing Projects with Resources
- 22 Tools and Techniques for Scheduling
- 23 What Is New In Microsoft Project
- 24 Items Not Covered in This Book
- 25 Appendix 1 – Screens Used To Create Views
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