



Managing Projects with Microsoft Project

Duration: 3 Days

PDU Credits: 21 (Category A)

This 3-day course is designed to provide practical, hands-on experience in the creation, management, and reporting of project schedules. This course teaches the processes of project scheduling and control, and how to implement those processes in Microsoft Project.

The project schedule is often one of the most visible elements of project management in an organization. Learn methods to help ensure that schedules provide valuable information, early warning of potential problems and analysis capability throughout the project life cycle.

Upon successful completion of this course, students will be able to:

- Understand the process of project scheduling and basic project management terminology.
- Identify the critical components of the project scope documentation that drive the structure of your project schedule.
- Extract key milestones and project constraints and incorporate them into the project schedule.
- Define and sequence activities.
- Identify the activities that are most likely to cause a project to be late through Critical Path Methodology analysis.
- Plan and manage resources.
- Incorporate project costs into the project.
- Utilize the preferred approach to applying status and changes to a project and understand how to analyze resulting impacts to determine schedule health.
- Define custom global objects to enable analysis.
- Utilize Earned Value techniques to quantify project status.
- Create “what-if” scenarios to compare various possible approaches to schedule issues, including fast-tracking and crashing.
- Work with master projects for multiple project analysis.
- Create project reports and understand the audience for each.

Course Contents

Module 1 – Introduction

1. Introductions
2. Course Objectives and Agenda
3. Project Management Process Groups
4. Project Life Cycle
5. Purpose of Scheduling
6. Processes of Scheduling

Simulation Project – Module 1

- **Microsoft Project**
 - Working with the Microsoft Project Interface

Module 2 – Project Initiation and Project Planning – Work Scope and Schedule Modeling

1. Schedule Management Plan
2. Deliverables
3. Work Breakdown Structure (WBS)
4. Schedule Models
5. Creating Tasks
6. Task Duration Estimating
7. Task Inputs
8. Linking Tasks

Simulation Project – Module 2

- Review Case Study
- Case Study Roles
- Scope Statement
- Work Breakdown Structure
- Task Definition
- Task Duration Estimating
- Develop Schedule Model
- **Microsoft Project**
 - Creating the Project
 - Creating the Project Calendar
 - Entering the WBS
 - Entering Activities and Durations
 - Entering Links

Module 3 – Project Planning cont'd – CPM, Resource Management and Cost Management

1. Critical Path Method
 - 1.1. Forward Pass
 - 1.2. Backward Pass
 - 1.3. Total Float/Slack
2. Near Critical Paths
3. Resource Planning Process
4. Resource Availability
5. Resource Analysis and Schedule Impact
6. Resource Leveling Concepts
7. Cost Management
 - 7.1. Cost Types
 - 7.2. Methods of Estimating

Simulation Project – Module 3

- Forward Pass/Backward Pass
- Total Float/Critical Path
- Resource Planning
- Impacts
- **Microsoft Project**
 - Analyzing the critical and near critical paths
 - Defining Resources
 - Assigning Resources
 - Analyzing Resources
 - Assigning Costs

Module 4 – Project Execution

1. Project Baselines
2. Project Communications
3. Communications Management Plan
4. Schedule Review Meetings

Simulation Project – Module 4

- Communications Management Plan
- **Microsoft Project**
 - Setting Baselines



Module 5 – Project Monitoring and Control, and Project Closeout

1. Performance Measurement
2. Schedule Status
3. Impact Analysis
4. Variances and Earned Value
5. Change Control
6. Float Analysis
7. What-If Scenario Analysis
8. Schedule Compression
9. Master Projects
10. Project Reporting
11. Defining Custom Tables, Filters, Groups, and Views
12. Schedule Closeout and History

Simulation Project – Module 5

- Status
- Changes
- Impact Analysis
- Earned Value
- Schedule Compression
- **Microsoft Project**
 - Entering Status
 - Impact Analysis
 - Project Reports
 - Schedule Reports
 - Dashboard Reports
 - Custom Tables, Filters, Groups, and Views

Customer Testimonials

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To learn more about this class, please contact Ten Six Consulting (703) 910-2600 or email us at training@tensix.com