



**PST TRAINING (PTY) LTD**

# PST Training (Pty) Ltd

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## MS Project (Introduction to Advanced)

### Overview

This two-day course is designed to help delegates to apply project management concepts using the Microsoft Project software.

### Objectives

- Creating the Gantt Chart and setting durations and milestones
- Creating links between tasks
- Understanding Lag & Lead times
- Working with Resources
- Sharing Resources across Projects
- Setting a baseline to monitor actual performance vs baseline information

### Course Prerequisite

MS Windows & MS Excel (Introduction), as well as a basic understanding of Project Management.

### Language of Delivery

English

### Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

### Who should attend?

The course has been designed for delegates whose goal is to become proficient managers by using Microsoft Project as a tool to create efficient and cost-effective projects for their organisations.

### Course Outline

#### This course consists of the following 12 modules

<b>Module 1</b>	What are Projects?/Assess your Project & Define a Goal/Developing parts of a Project/The Gantt Chart View/The Network Diagram View/Identifying Project Milestones.
<b>Module 2</b>	Opening an existing Project/Saving & Closing a Project/Protect your Project with a Password/Using the different Project Views/Splitting the Screen/Creating New Projects/Setting the Start or Finish Dates/Setting up Project Calendars/Working with Organizer.
<b>Module 3</b>	Entering Tasks in the Gantt Chart/Entering & Estimating Task Durations/Entering Milestones/Creating Task Links/Setting Task Deadlines & Constraints.
<b>Module 4</b>	Understanding & Creating Summary Tasks/Outlining a Task List/Indenting & Outdenting Tasks/Collapsing & Expanding Outlines.
<b>Module 5</b>	Understanding Task Relationships/Type of Relationships/Change the Relationship type/Understanding Lag & Lead Times/How to enter Lag & Lead times.
<b>Module 6</b>	Understanding Resources & Costs/Setting-up the Resource Pool/Setting up Work & Material Resources/Understanding Resource Calendars/Working with Inflation/Sorting Resources.
<b>Module 7</b>	Establishing a Scheduling Method/Reviewing the Essential Components of Resource Assignments/Assigning Resources to Tasks/Adding additional Resources/Understanding Effort Driven/Entering Overtime Work.
<b>Module 8</b>	Understanding the Resource Allocation View/Identifying Resource Overalllocations/ Working with the Resource Usage View/Setting the Baseline Plan/Viewing the Baseline/Create Resource Templates.
<b>Module 9</b>	Filtering Resources & Tasks/Creating Custom Filters/Enter Filter Criteria.
<b>Module 10</b>	Tracking Actual Performance & Cost/Using the Tracking Gantt/Using the Task Form for Tracking/Analysing Progress/Identifying the Critical Path.
<b>Module 11</b>	Working with Reports/Changing the Page Setup/Using Print Preview/Printing.
<b>Module 12</b>	Working with Multiple Projects/Working with Subprojects/Creating Links between two Projects/Sharing Resources across different Projects/Un-sharing Resources.

### Additional Information

<b>Duration</b>	2 Days	
<b>Includes</b>	<ul style="list-style-type: none"> <li>• Comprehensive Manual</li> <li>• Lunch &amp; Refreshments (not applicable to on-site training)</li> <li>• Electronic Certificate (on successful completion of the course)</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Trainer Feedback Report</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul>