

Hands-on Microsoft Project

WCP

What our clients have to say about this course...

"Everyone who uses MSP... should take this course. It is remarkably well-organized and the pace is excellent."

– Greg Centro, Agfa Canada

"The instructor didn't merely answer our questions, he actually anticipated them. Wonderful instructor, the best I've had and I've been to over 25 project management seminars!"

– Yoram Matzkin,
Markel Insurance

"I found I learned a considerable amount here MSP suddenly became a very powerful tool."

– Lathif Masood, ESRI Canada

"Excellent instructor! Good that the chapters were in modules, so that if a mistake was made no one got lost."

– Charley Murphy, De Beers
Canada

"It introduced MS Project to me in a way that will be possible for me to use it in my job. The course was very thorough and easy to follow."

– Karen Gall, Frito Lay Canada

The first version of our 2-day *Hands-on Microsoft Project* course was developed in 1996, and was based on Microsoft Project version '95. Since then, there have been numerous upgrades to Microsoft Project, and our original course has kept pace, with updated courseware for MSP versions 1998, 2000, 2002, 2003, and now the current version 2007.

The secret to this course's success, and its popularity among our clients for well over a decade, is the fact that a single project simulation is used over the entire course. Each feature in MSP — whether it is learning how to resolve a resource conflict, or how to use project filters — is taught within the context of the project simulation. The course begins with essentially a blank sheet, but by the end of the second day, participants have input a complete project into MSP — including resources, costs, task dependencies and constraints. They are all the while learning tips and techniques that encourage both greater efficiency and fewer potential errors. They have also learned how to identify and resolve resource and scheduling conflicts, set a baseline, update actual status information, and create meaningful status reports geared to various stakeholder groups. In other words, participants learn not only how to "push buttons" in MSP, but more importantly how to use MSP on a real project.

The key to making this style of course successful is to avoid turning it into a typing and data entry exercise. We have found the key to maintaining a focus on practice and problem-solving using our unique instructional methodology. Participants get plenty of hands-on practice and decision-making practice with minimal routine input of project data. After the course, participants take home a data CD containing all data files. The CD, together with the workbook which contains very detailed step-by-step instructions, numerous screen captures, and helpful tips and best practices, allow participants to repeat any exercise of the course they wish to at any time. In fact, given the structured layout of the materials, participants often use the course materials on their own projects to support them through their first few projects — substituting the course files with their own data.

Please see the following pages for the full course description.

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This fundamental 2-day course provides you with the hands-on skills to plan and manage project activities using Microsoft Project. Each participant is situated in front of a computer. By leading participants through a series of progressive exercises, participants learn how to use MSP as it is used on real projects. Our unique instructional methodology ensures that those with slower typing skills are not left behind. By course completion, participants have fully defined a project from beginning to end, and will have performed project updates and reporting.

Who should attend

The Hands-On Microsoft Project course is appropriate for:

- Project Managers
- Project Schedulers
- Anyone who is required to understand the capabilities of Microsoft Project or is required to access data from within MS project

Materials

- Course binder including step-by-step course exercises complete with many actual screen captures and advanced project tips, exercises and answers
- A CD with all applicable Microsoft Project files used in the course
- A framed certificate of completion

Learning Objectives

Participants of this course will learn how to...

Enter a fully defined project into MSP

- Effectively use Project Summary Information
- Set key-defaults in MSP to assist in more predictable performance
- Effectively use the different calendar types available, and understand how they interact
- Enter tasks in a properly structured WBS
- Add duration estimates and assign project resources (work, material, and cost)
- Establish multiple cost rate for a given resource
- Understand how to properly work with MSP task types (fixed work, fixed units, fixed duration)
- Understand how to properly work with MSP settings for effort-driven tasks
- Set task dependencies
- Set task constraints
- Share pre-defined resources using a common resource pool

Analyze a project to identify conflicts prior to setting a baseline

- Use MSP filters to help isolate problem areas within the project
- Identify resource scheduling conflicts and solve them using a variety of techniques
- Analyze and solve task scheduling conflicts
- Set the project baseline – and understand the various options available when doing so

Use Microsoft Project for tracking, updating, and reporting of project status

- Updating the schedule with simulated data for actual duration, resource usage, and costs
- Evaluating and adjusting the resulting updated schedule for problems
- Creating a variety of status reports

Prerequisites

3-day Project Management Essentials (or its equivalent)

Course outline

DAY 1

Part 1: MSP - Starting a New Schedule

- Microsoft Project Overview
- Starting a New Project
- Understanding MSP Calendar Options
- Entering Activities
- Activity Notes and Measurable Deliverables
- Adding Resources to MSP
- Adding Duration and Assigning Resources to Tasks
- The relationship between duration, work, units
- Adding Expenses to Schedule
- Setting Dependencies
- Setting Task Constraints

DAY 2

Part 2: MSP - Preparing to Manage the Schedule

- The Gantt Chart Wizard
- Checking Resource Availability
- Setting the Project Baseline

Part 3: MSP - Managing Your Schedule

- Updating the Schedule
- Resolving Scheduling Problems
- Creating Status Reports

Part 4: Supplementary Exercises

- Creating a custom table
- Using Organizer to Share Custom Features
- Adjusting the Gantt Chart
- Using Resource Pools
- Consolidating Projects

Additional information

- This course is currently available using Microsoft Project versions 2003 and 2007
- Participants of this course will qualify for 14 Professional Development Units (PDUs).
- This course is part of the Canadian Construction Association (CCA) Gold Seal Certification Program. participants will therefore also earn 3 Special Industry Course (SIC) credits.
- In addition to in-house, this course is also offered publicly in association with the following organizations:
 - [University of Toronto's Professional Development Centre](#)
 - [University of Waterloo's Continuing Education Department](#)

For more information contact

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