

Course Outline

Microsoft Project - The Practical Way

(Two days)

1. Review WBS (Creating WBS is not part of the course)
2. Identifying Work Packages
3. Listing all activities for each work package (The practice files should contain a couple of examples Lists)
4. Estimating Duration (The practice files should contain a couple of examples of task duration)
5. Creating a network Diagram by Linking Tasks
6. Adding Resources to the Project Pool
7. Adding Resources to Tasks
8. Building resource constraints
9. Setting Task Deadlines
10. Setting Working Time (Project / Resource / Task calendars)
11. Refining the Plans (Reworking Task Types/ Resource Assignments / Resource Levelling)
12. Critical Path Analysis
13. Schedule Compression Techniques (Fast Tracking / Crashing)
14. Setting the Base Line
15. Tracking Project Progress (Daily / weekly / Ad hoc)
16. Reviewing Project Status
17. Identifying Slipping Tasks
18. Earned Value Analysis (SV / CV / SPI / CPI)
19. Trouble Shooting (Time / Cost / Work Issues)
20. Closing the Project (Close out tasks / Template creation / OPA).

