

Course Description

Participants are presented the key conceptual areas of MS Project and Project Web Access with an emphasis on the enterprise features. This training class covers all of the basic functionality. This is a fast paced MS Project course designed to provide complete overview of the product.

Course includes: Workbook, 4 full color laminated job aids, Process Bridge (an add-in for Microsoft Project that when used in the class will help us cover 25% more content and a tool that can be used after taking the course), practice files, access to a reference portal, and the option of taking a 10-week remote follow-up course.

Setting up the work environment

- Working with project plans in the databases
- Managing the Local Cache
- Working with multiple login accounts
- Loading resource summary information
- Working with enterprise template files
- Managing the local GLOBAL.mpt and the interaction with the Enterprise Global
- Understanding Microsoft Project Geography
- Using row zero
- The management of calendars for projects, tasks and resources and the impact on scheduling
- Using local user preferences and defaults in the enterprise

Creating a work breakdown structure

- Overview of WBS structure and related features
- Purpose of WBS in Microsoft Project (communication and control vs. a task list)
- Types of records (objects) in the system
- Management of records and the impact on WBS
- Developing realistic expectations on record management

Estimating task requirements

- The proper use of the notes fields and how they can be used to manage work packages
- Overview of the 7 Step Microsoft Project Estimating Model
- Estimating approaches in Microsoft Project (work, duration, mixed)
- Three point estimating in Microsoft Project
- Review of timing constraints and the impact on scheduling

Determining task logic

- Soft logic vs. hard logic
- Link types and the different ways to set dependencies
- Review of critical path and critical path method
- How critical path is calculated in Microsoft Project
- Overview of Network diagrams
- Answers to the question, "What earthly good is critical path analysis in Microsoft Project?"

Defining and assigning resources

- The types of resources
- Defining resources and building your project team from multiple sources
- Defining task behavior and predicting the impact on task duration and work
- "Looking both ways" carefully completing the work package estimate by assigning resources
- Reviewing the triple constraints of project work packages

Leveling workloads

- Resource summary information across projects in the enterprise
- Reviewing workloads and determining overallocation cause
- Leveling resource workloads across projects
- "Top Speed" a review of resource leveling algorithms

Baselining a project

- Comparison theory
- Review of what is current, baseline and actual
- Baselining options
- Considering the thinking behind multiple baselines and interim plans
- Comparing project baselines

Tracking a project

- Defining the tracking model
- Approach to updating a project plan
- EVM and variance analysis of the project and task and resource records

Working with Project Web Access *(task management, workflow, document and list management)*

- Review of PWA pages
- How records are managed in task and timesheet pages
- Processing updates by managers
- Portfolio management in the Project Center
- Using project workspaces for document and list management