



# Microsoft Project Professional

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This two-days course offers the participants the opportunity to learn quickly the knowledge and techniques necessary both to project managers and to the entire project team.

Coordinate and control all project management functions: planning, tracking project progress, permanent monitoring and in real time of the use of resources and budgets.

## Training Objectives

### Basic techniques:

- Basic knowledge in Project Management;
- Project planning using common tasks in MS Project;
- Registering, monitoring and controlling your project;
- Adjustment of time parameters, cost and resources for achieving the project's objectives;
- Obtaining reports for management;
- Analysis of measures scenarios to remedy the deviations from the initial plan.

### Who should attend:

- Managers, Directors, Project Managers, Project Managers Assistants;
- Managers from Departments as: Marketing, Sales, Technical, Production, R&D, HR, Financial;
- Project team members.

### Suggested prerequisites

- Familiarity with Project Management basic knowledge;
- Basic knowledge of English language.



### Training details

- Each participant will receive:
  - Training Manual with the content of the presentation;
  - Certificate of Attendance.

### Course Outline

#### 1. Generalities

Project management and specialized software tools. Scope - project management processes that use specialized software.

Introduction in Microsoft Project - Areas of the application window: menus, toolbars, defining activities area, management of project files, various displays of the information in the working space.

#### 2. Creating and organizing the schedule of activities

Creating a new project, enter project properties, enter project start date and end date, saving a project file.

Adding activities, entering activities duration, editing activities, indenting activities - task, subtask, summary task, recurrent activities, milestones, deleting an activity, types of activities: fixed duration, fixed work.

#### 3. Constraints of activities and their dependences

Individual constraints, types of constraints.

Dependences between activities, types of dependences, adding dependences, previous activities, subsequent, deleting dependence, lead, lag.

#### 4. Adding resources and equipment to the project

Types of resources: persons, materials and equipment, list of resources, allocating resources on activities, cost per resource, elimination of a resource, generic resources, allocation of several resources of the same type per one activity.

#### 5. Adding of costs for activities and resources

Adding the cost for an activity, adding the cost for a resource, total cost of the project, changes in costs for a resource involved in more than one activity.



## 6. Adding the working schedule

Setting of schedule options, creating and adjusting a project schedule, creating and modifying the schedule for a resource.

## 7. Control and modification of the project

Creating a project baseline. Registering progress, interim plan notion, registering progress in percentages or in worked hours for each activity by each resource, simultaneous visualizing of information saved in baseline, interim plan and current status.

Updating of the activities schedule:

Adding additional resources, using additional hours, increasing the duration of activities, adjusting margin, modification of constraints, adjusting dependences, split an activity, adjusting the critical path.

Updating resources allocation:

Changing resources allocation, planning additional hours, controlling the times when resources can start an activity, solving of resources over-allocation by using “resource leveling”, replacing one resource with another available resource.

## 8. Reports

Importing project data in Word, PowerPoint or Visio, visualizing and printing reports, types of reports: general reports, reports of cost, time, work allocation, resources and activities assigning.