

## Microsoft Project

During this course you will learn how to set up a project planning, deploy resources, analyse the planning, report on the project and monitor progresses.

### Course duration

The duration of the course is two days, each day covers six hours.

### Audience and Prerequisites

MS Project is designed for project staff, project coordinators, and other employees who manage or set up schedules. For this course you do not need any specific prior knowledge, however, experience shows that a good command of Microsoft Office and experience with planning is an advantage.

## Summary

### Basic usage

- Starting and leaving Project
- Configure Project

### Project definition

- Initial project data
- Standard project calendar
- Different project calendars for special target groups or persons

### Setting up a task scheduling

- Project phasing (Work Breakdown Structure)
- Application logic (dependencies)
- Time-limiting framework conditions
- Distinguished different task types
- Task specific calendars
- Difference between manual and automatic calculation of tasks
- Deactivate tasks already planned without losing history

### Resources and costs

- *Define resources*
- *Creating a cost structure*
- *Assign resources to tasks*

### Analyse the planning

- *Detection of overburdened resources*
- *Solving bottlenecks*
- *Resource levelling (automatic let resolve resource overload)*

### Reporting

- *Dashboards*
- *Tables*
- *Filters*
- *Grouping of data*
- *Visual Reports*

### Progress monitoring

- *Methods and techniques*
- *Setting the Baseline*
- *Analyze the baseline*
- *Progress based on % readiness/date check*
- *Progress based on time registration*