

MS PROJECT TRAINING COURSE CONTENT OUTLINE

Goal	The participant can use Ms Project as a tool for Project Planning and Monitoring & Controlling
Trainer	Do Cong Nguyen- M.Eng, PMP, PMI-SP, MCP
No. of trainee	10-15/ class
Duration	12 hrs for below Content. Can be reduced to fit with requirement
Venue	
Studying Material	Vietnamese/English (if required)
Equipment	Projector, White board, Laptop installed Ms Project 2013 Professional
Language	Vietnamese

Part ID	Part	Chapter ID	Chapter	Taks ID	IN THIS CHAPTER, YOU WILL LEARN HOW TO	Duration	Unit
1	Introduction to Microsoft Project	1	Microsoft Project, project management and you	1	Describe the high-level benefits of a dedicated project planning and management tool like Project	5	minutes
				2	Distinguish between Project Standard and Project Professional .	2	minutes
				3	Identify the major new features introduced in the 2013 edition, as well as in the several prior releases of Project, and where in this book you'll find hands-on activities with those features .	5	minutes
				4	Begin to develop your own skills development strategy for mastering Project in the context of good project-management practice	5	minutes
		2	A guided tour of Project	5	Use the Backstage view to share and manage Project files.	5	minutes
		6		Work with commands on different tabs of the ribbon interface .	5	minutes	
		7		Apply different views to see information presented in different ways .	5	minutes	
		8		Use reports to quickly communicate the status of your plan .	5	minutes	

2	Simple Scheduling Basics	3	Starting a new plan	9	Start a new plan, set its start date, and save it .	5	minutes
				10	Review the available base calendars, and then create a working-time exception in the project calendar .	10	minutes
				11	Enter some properties about the plan .	5	minutes
		4	Building a task list	12	Enter task names, durations, and start and finish values.	5	minutes
				13	Create milestone tasks .	5	minutes
				14	Create summary tasks to outline a task list .	5	minutes
				15	Link tasks to create task dependencies between them .	10	minutes
				16	Convert individual tasks to automatic scheduling, and then change the default to have new tasks automatically scheduled .	10	minutes
				17	Check a plan's overall duration and scheduled finish date.	10	minutes
				18	Enter task notes and hyperlinks .	10	minutes
		5	Setting up resources	19	Set up basic resource information for the people who work on projects .	10	minutes
				20	Adjust the maximum capacity of a resource to do work .	10	minutes
				21	Enter standard and overtime pay rates for work resources .	10	minutes
				22	Change a resource's working and nonworking time	10	minutes
				23	Create cost resources for financial tracking	10	minutes
				24	Record additional information about a resource in a note .	10	minutes
				25		10	minutes
		6	Assigning resources to tasks	26	Assign work resources to tasks .	10	minutes
				27	Control how Project schedules additional resource assignments .	10	minutes
				28	Assign cost resources to tasks .	10	minutes
				29	Check on key schedule indicators for duration, cost, and work .	10	minutes
		7	Formatting and sharing your plan	30	Customize a Gantt chart view .	10	minutes
				31	Customize the Timeline view .	10	minutes
				32	Customize a report .	10	minutes
				33	Copy snapshots of views and reports to another application .	10	minutes
				34	Print views and reports .	10	minutes

		8	Tracking progress	35	Save current schedule values in a plan as a baseline	10	minutes
				36	Record progress on tasks through a specific date.	10	minutes
				37	Record tasks' percentage of completion .	10	minutes
				38	Enter actual work and duration values for tasks .	10	minutes
3	Advanced Scheduling Techniques	9	Advanced task scheduling	39	Visually highlight a task's predecessors and successors .	10	minutes
				40	Adjust task links for more control over how tasks are related .	10	minutes
				41	Apply a constraint to a task .	10	minutes
				42	Split a task to record an interruption in work .	10	minutes
				43	Create a calendar and apply it to a task .	10	minutes
				44	Change a task type to control how Project schedules tasks .	10	minutes
		10	Fine-tuning task details	45	Enter deadlines for tasks .	10	minutes
				46	Enter a fixed cost for a task.	10	minutes
				47	Set up a recurring task .	10	minutes
				48	View the project's critical path .	10	minutes
				49	Enter a specific duration value for a summary task.	10	minutes
		11	Fine-tuning resource and assignment details	50	Set resource availability to change over time .	10	minutes
				51	Set up different pay rates for resources .	10	minutes
				52	Set up pay rates that will change over time for a resource .	10	minutes
				53	Set up a material resource .	10	minutes
				54	Delay the start of a resource assignment .	10	minutes
				55	Control how a resource's work on a task is distributed over time by using work contours .	10	minutes
				56	Apply different cost rates for a resource to account for different kinds of work performed by the resource .	10	minutes
				57	Assign a material resource to a task	10	minutes
				58	View resources' capacities to do work .	10	minutes
				59	Adjust resource assignments in the Team Planner view (Project Professional only) .	10	minutes
		12	Fine-tuning the Project plan	60	Look at how resources are scheduled to work over the duration of a project .	10	minutes
				61	Edit a resource assignment to resolve a resource overallocation .	10	minutes
				62	Resolve resource overallocations automatically .	10	minutes
				63	Check the plan's overall cost and finish date.	10	minutes

				64	Inactivate tasks so that they remain in the plan but have no effect on the schedule (Project Professional only) .	10	minutes
		13	Organizing project details	65	Sort task and resource data .	10	minutes
				66	Display task and resource data in groups .	10	minutes
				67	Filter or highlight task and resource data .	10	minutes
				68	Create a custom table	10	minutes
				69	Create a custom view .	10	minutes
		14	Tracking progress on tasks and assignments	70	Update a previously saved baseline plan .	10	minutes
				71	Record actual work for tasks and assignments .	10	minutes
				72	Record actual work by time period .	10	minutes
				73	Interrupt work on a task, and reschedule the remaining work .	10	minutes
		15	Viewing and reporting project status	74	Determine which tasks were started or completed late .	10	minutes
				75	View task costs at summary and detail levels .	10	minutes
				76	Examine resource costs and variance .	10	minutes
				77	Use custom fields to create a stoplight view that illustrates each task's cost variance.	10	minutes
		16	Getting your project back on track	78	Address a missed deadline by adjusting task details such as task relationships and resource assignments .	10	minutes
				79	Reduce cost and overallocation by replacing resources assigned to tasks .	10	minutes
					TOTAL EFFORT NEEDED	12.0	hours