

MS Project Training: Scheduling & Tasks (MSPINT, 2 jours)

Description

The course Scheduling & Tasks (MS Project Training) teaches you how to identify, structure & plan project tasks using MS Project Pro. Preliminary topics such as MS Project initial configuration & project structure are discussed. The training includes working with tasks & task links as well as creating a WBS & a critical path. You learn how to create a project team & how to define resource costs (work, cost & material resources). The course teaches you how to manage corporate projects using MS Project Pro.

Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Microsoft Project Essential Skills

The Target Case Study: ABC Corporation CRM Development

Microsoft Project Navigation: Getting Around

Setting Project Options

Creating a Project Schedule

Defining Project Calendars

Task and Task Detail Entry

Organizing Tasks in Phases

Linking Tasks

Documenting Tasks

Reviewing the Project Schedule's Duration

Exercise: Creating a Project with Microsoft Project Pro

Setting up Resources and Task Assignments

Working with Human Resources

Working with Equipment Resources

Working with Material Resources

Working with Cost Resources

Establishing Pay Rates

Adjusting Working Time

Adding Notes

Assigning Work Resources to Tasks

Modifying Work Resource Task Assignments

Assigning Material Resources to Tasks

Assigning Cost Resources to Tasks

Project Information Sorting, Grouping and Filtering

Exercise: Adding Project Resources and Scheduling Tasks

Tuning the Schedule

Applying a Task Calendar to an Individual Task

Changing Task Types

Splitting a Task

Setting up Recurring Tasks

Applying Task Constraints

Reviewing the Critical Path

Viewing Resource Allocation

Exercise: Fine Tuning the Schedule

Tuning Tasks

Managing Task Constraints

Managing Task Relationships

Setting Deadline Dates

Establishing Task Priorities

Manually Scheduling Tasks

Exercise: Tuning Tasks in a Schedule