
Project

National Competency Standard (BSB07):
BSBPMG510A Manage projects



Objectives

This course teaches how to manage large and small projects using Microsoft Project. The course discusses basic project management elements, such as tasks and resources, and shows how these can be planned and reported on electronically. The course shows how larger projects can be managed by breaking them into sub-projects and by sharing pooled resources between projects.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

Two days.

Course Outcomes

1. Understand the anatomy of a project and the steps to follow in planning and managing a project.
2. Create a project and define the project's calendar, or timescale.
3. Manage tasks - define tasks, link dependant tasks, break down major tasks into sub-tasks and view tasks in a Gantt chart and PERT chart to analyse important relationships.
4. Manage resources - assign resources to tasks, define the quantity, cost and availability of each resource, define calendars for the availability of individual resources and groups of resources, produce reports and graphs on resource usage and reconcile over-committed resources.
5. Create a baseline plan for the project.
6. Manage costs - calculate and report on task and resource costs.
7. Manage the project schedule - track a project, sort tasks into sequence, update information as tasks are completed, enter actual start and actual finish dates for tasks that are on schedule, compare the schedule with the plan and re-define completion dates for slipping tasks.
8. Manage multiple projects by sharing resources from a single resource pool and consolidating them.
9. Manage large projects by dividing them into sub-projects that can be re-used.
10. Produce customised reports using filters and tables.

Course Content

Overview

- Using Project
- Working with Multiple Projects
- Steps To Follow In Project Management
- Steps To Follow In Project Management
- Beyond the Software
- Guide Page

Improved Ease of Use and Learning

- Help
- Double Click Everywhere
 - Gantt Chart View
 - Network Diagram View
 - Calendar View

Establishing The Plan

- Project Files

- Gantt Chart
- Task Duration
- How Project Calculates Task Durations
- Customising The Gantt Chart
- Outlining
- Linking Tasks
- Direct Manipulation
- Network Diagram View
- Task Sheet View
- Tables in Sheet Views
- Customising Fields: Select from a List
- Customising Fields: Create a Formula

Managing Resources

- Assigning Resources – Resource Sheet View
- Other Types of Resource Assignments

- Fixed Duration Tasks
- Customising the Resource Sheet
- Resource Usage View
- Exercise for the Beginning of Day 2
- Calendars
- Setting up the Calendar for Your Organisation
- Identifying Overallocation Problems
- Combination Views
- Resolving Overallocation Problems
- Resource Levelling
- Establishing Your Plan – the Baseline Plan

Managing Schedules

- Update Actual Progress
- Update Your Project
- Compare Schedule to Plan
- Using Filters
 - Highlight Filters
 - Interactive Filters
 - Custom Filters
 - The AutoFilter
- Flag Fields

Reporting Results

- Copying Data from Project to Microsoft Word
- Printing Views - The Monthly Calendar View
- Multiple Page Print Preview
- Annotating Your Reports
- Pre-Defined Reports
- Custom Reports
- More Advanced Topics
 - Resource Pools.
 - Consolidation.
 - Sub-Projects.