Summary

Microsoft Project is a project management software program which assists project managers or a project team developing plans, assigning resources to tasks, tracking progress, managing budgets and analysing workloads. It also is also possible to easily show risks or issues within a task or project. This program has a few bugs and analogical processes but with PCS' experienced expert trainers, a difficult process can become very simple and easy to understand.

There are many simple wizards with Project that can actually create some bad practices if not shown all the pit-falls. Using this program correctly will make planning a project feel like using a crystal ball to forecast future tasks or plans.

Microsoft Project: Introduction Part 1

Course Title: Simple Projects | Duration: 1 Day | Level: Introduction Part 1 | Code: ITP01

The course starts with an overview of the whole program explaining why it can be used as a Project Management tool. The Wizards within Project can be simple to use but can lead to bad habits being formed. If a project is going to be set up and used as a tool for planning and tracking, then the rules have to be set up correctly. This course will provide a plan using a Gantt chart by creating Calendars to show how tasks can be linked to each other. Once a Project has been created properly the next step will be how to track and report its progress.

Microsoft Project: Introduction Part 2

Course Title: Planning the Future | Duration: 1 Day | Level: Introduction Part 2 | Code: ITP02

This course starts with creating Calendars and changing how many hours in a working day. Different Calendars will be assigned to Tasks and Projects, and by the end of the course, assigned to Resources. Most of the course will be focussed in the Gantt Chart View, however other views will be introduced i.e. Task Sheet, Network Chart and Resources Sheet. There will be an introduction to how to assign resources to more than 1 task and to more than 1 person. One of the most beneficial parts of the course is that users are shown how to link multiple projects together.

Microsoft Project: Intermediate

Course Title: Using Resources | Duration: 1 Day | Level: Intermediate | Code: ITP03

This course is aimed at those wanting to use Resources within a project or projects. Once Resources are assigned properly the users will be able to see costs and working hours assigned to a task or project. Linking multiple projects is taken further in this level to incorporate the Resource Pool which one set of resources assigns to multiple projects. This can be one of the easiest ways to improve productivity measurement within a project or projects.
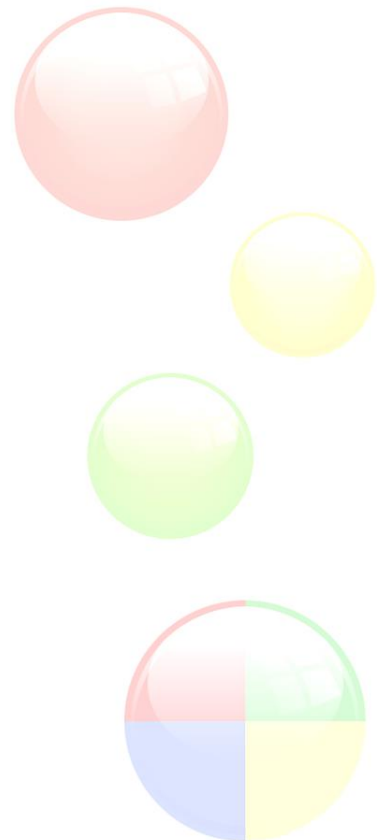
Microsoft Project: Advanced

Course Title: Project Advanced | Duration: 1 Day | Level: Advanced | Code: ITP04

The advanced course takes all previous stages within the project courses and combines them together; this takes them to next level. As Microsoft Project is a Database, on this course users are shown how to customise and create new fields that can be tailored to make a process more simple or complex formulas using SQL statements. Using a Traffic light system is a common request with projects and these can be added to show risks, issues or highlight slack within a task or project. This course will give the confidence and ability for any user to be able master this program.

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals
Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.

Microsoft Project: Introduction Part 1

Course Title: Simple Projects
Course Code: ITP01 | Duration: 1 Day | Level: Introduction Part 1

Course Description:

This course starts with an overview of the whole program explaining why it can be used as a Project Management tool. The Wizards within Project can be simple to use but can lead to bad habits being formed. If a project is going to be set up and used as a tool for planning and tracking, then the rules have to be set up correctly. This course will provide a plan using a Gantt chart by creating Calendars to show how tasks can be linked to each other. Once a Project has been created properly the next step will be how to track and report its progress.

Course Requirements:

No previous experience of Microsoft Project is required however the delegate should have knowledge in basic computer skills.

Course Content:

- Program & Screen Layout (Terminology / Toolbars / Shortcuts / Navigation / Project Summary)
- Project Wizards (Setup & Project Rules)
- Views (Gantt Chart / Tracking Gantt / View Bar)
- Formatting a Gantt Chart (Text Styles / Gridlines / Layout / Timescale)
- Basic Project Planning (Plan & Track with Baseline)
- Printing (Preview / Page Setup / Printing)
- Basic Customising (Adding Notes / Labels / Critical Path)

Follow On Courses:

Microsoft Project: Introduction Part 2
Microsoft Project: Intermediate
Microsoft Project: Advanced

Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals

Microsoft Project: Introduction Part 2

Course Title: Planning Projects
Course Code: ITP02 | Duration: 1 Day | Level: Introduction Part 2

Course Description:

This course starts with creating Calendars and changing how many hours in a working day. Different Calendars will be assigned to Tasks, Projects and by the end of the course, assigned to Resources. Most of the course will be focussed in the Gantt Chart View however other views will be introduced i.e. Task Sheet, Network Chart and Resources Sheet. An introduction to how to assign resources to more than 1 task and to more than 1 person. One of the most beneficial parts of the course is that users are shown how to link multiple projects together.

Course Requirements:

The delegate needs to have attended the previous stage of the Microsoft Project course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Set Up Project (Project Information - Tools Options / Change Working Time)
- Project Wizards (Setup & Project Rules / Company Templates / Creating Calendars)
- Views in Project (Gantt Chart / Calendar / Network Chart / Tracking Gantt / Resource Sheet)
- Creating Tasks (Task With & Without Constraints / Lag & Lead / Task Dependencies)
- Network Diagram (Pros & Cons / Creating & Customising)
- Basic Resources (Assigning More Than One Resource To A Task / Effort Driven)
- Tracking A Project (Adding & Removing Baseline / Comparing Actual With Planned)
- Inserting (Recurring Tasks & Projects)
- Printing (Preview / Page Setup / Printing)
- Filtering (Task Complete & Uncompleted / Resource Using)
- PCS Tricks & Tips
- Workshop

Follow On Courses:

Microsoft Project: Intermediate
Microsoft Project: Advanced

Additional Information:

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- This Training course can also be run on request as a One to One or a Classroom Booking

BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals

Microsoft Project: Intermediate

Course Title: Using Resources
Course Code: ITP03 | Duration: 1 Day | Level: Intermediate

Course Description:

This course is aimed at those wanting to use Resources within a project or projects. Once Resources are assigned properly the users will be able to see costs and working hours assigned to a task or project. Linking multiple projects is taken further in this level to incorporate the Resource Pool which one set of resources assign to multiple projects. This can be one of the easiest ways to improve productivity measurement within a project or projects.

Course Requirements:

The delegate needs to have attended the previous stage of the Microsoft Project course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Setting A Company Template
- Problems & Bugs Within Project (Adjusting Work & Non- Working time / Adjusting Effort)
- Resources (Assigning & Removing / Tracking With Resources)
- Using Work & Materials
- Task Usage & Resource Usage
- Multiple Projects & Resource Pool
- PCS Tricks & Tips

Follow On Courses:

Microsoft Project: Advanced
Microsoft Project: Masterclass

Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals

Microsoft Project: Advanced

Course Title: Project Advanced
Course Code: ITP04 | Duration: 1 Day| Level: Advanced

Course Description:

The advanced course takes all previous levels within the project courses and combines them together; this takes them to next level. As Microsoft Project is a Database, on this course users are shown how to customise and create new fields that can be tailored to make a process more simple or complex formulas using SQL statements. Using a Traffic light system is a common request with projects and these can be added to show risks, issues or highlight slack within a task or Project. This course will give the confidence and ability for any user to be able master this program.

Course Requirements

The delegate needs to have attended the previous stage of the Project course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Refresher Workshop
- Working With Budgets
- Customising Fields (Duration / Text / Resources / Assigning / Cost / Graphical Indicators)
- Project Costs (Recourse Cost / Task Cost)
- Reports
- Importing & Exporting
- PCS Tricks & Tip
- Advanced Workshop

Follow On Courses:

Microsoft Project: Masterclass

Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals