

## **Mastering MS Project – Part 1: Foundation**

**Duration: 2 days**

### **SEMINAR OVERVIEW:**

Establish a sound foundation in the use of Microsoft Project™. Master the fundamental aspect of scheduling through real world and practical solutions. This is a two-day, hands-on workshop which integrates project management skills with MS project. Participants will learn how to assess, plan, baseline and manage the execution of projects using the Microsoft Project™ software. Throughout participants will be exposed to the project management processes, actual project examples and several exercises using MS Project™. This hands-on, interactive approach means that you will quickly gain a solid understanding of Microsoft Project. MS Project™ is considered to be one of today's most powerful project management software tools. Microsoft Project is the most widely used tool for project scheduling and tracking across industries. This workshop will have you fully prepared to do the job and put your new skills to use immediately with increasing success. Your ability to plan, execute, and complete all types of projects will be enhanced.

### **KEY BENEFITS:**

**At the end of this workshop participants will be able to:**

- ✓ Plan, build and manage project schedules and budgets using MS Project
- ✓ Develop a detailed Work Breakdown Structure (WBS) with all its attributes
- ✓ Establish task constraints and deadlines, and create task dependencies
- ✓ Build a Gantt chart with phases, milestones, tasks, and deliverables
- ✓ Assigning resources, resolving over-allocations and Create a baseline
- ✓ Track progress on tasks and fine tune the schedule
- ✓ Generate and print project reports

### **INSTRUCTIONAL STRATEGY & EXPERIENCE:**

The workshop format consists of material content presentation, **group discussion and practice** opportunity. There will be some individual and **several hands-on group exercises**, all facilitated by the instructor. Participants should be prepared to challenge the conventional and adopt best practices. Instructional exercises will include using the various books and reference materials.

### **WHO SHOULD ATTEND?**

- ✓ Project managers and team members involved in scope management
- ✓ Project Managers involved in change and / or configuration management
- ✓ Individuals with current or future customer delivery initiatives
- ✓ Project sponsors, and other stakeholders who contribute to project requirements

**TO REGISTER:**



**Phone: (416) 578 7573 or Contact Us: [info@boldgrouptcm.com](mailto:info@boldgrouptcm.com)**



# BOLD Academy International Inc.

## PREREQUISITE:

KBW-001: Getting Started in Project Management.

## CONTENT OUTLINE

Day 1	Day 2
<b>Module 1 – Introduction to PM &amp; MS Project</b> <ul style="list-style-type: none"><li>✓ General overview of project management</li><li>✓ Identifying stakeholder support for a project</li><li>✓ Defining the project objectives &amp; success</li><li>✓ Documenting boundaries &amp; assumptions</li><li>✓ Project management processes</li><li>✓ The role of PM scheduling tools</li></ul>	<b>Module 5 – Setup &amp; Structure the Schedule</b> <ul style="list-style-type: none"><li>✓ Create project file with the task data</li><li>✓ Inserting, moving and deleting tasks</li><li>✓ Establishing relationships and dependences</li><li>✓ Working with default &amp; standard calendar</li><li>✓ Setting specific task dates and constraints</li><li>✓ Modifying task's levels as required</li></ul>
<b>Module 2 – Getting Familiar With MS Project</b> <ul style="list-style-type: none"><li>✓ The basic attributes of MS project</li><li>✓ A review of templates in MS project</li><li>✓ The project environment title Bar and ribbon</li><li>✓ Opening Projects and Closing Projects</li><li>✓ Creating New Projects and Saving Projects</li><li>✓ Using the Project Guide</li></ul>	<b>Module 6 - Working With Project Resources</b> <ul style="list-style-type: none"><li>✓ Types of project resources in MS Project</li><li>✓ Setting up various types of resources</li><li>✓ Working with resource calendars</li><li>✓ Entering resource utilization levels</li><li>✓ Entering resource capacity and rates</li><li>✓ Assigning resources to project tasks</li></ul>
<b>Module 3 – Scope Description &amp; WBS Creation</b> <ul style="list-style-type: none"><li>✓ Understanding the scope of the project</li><li>✓ Identifying the work to be done</li><li>✓ Understanding key customer milestones</li><li>✓ Creating the work breakdown structure (WBS)</li><li>✓ Creating tasks list, summaries &amp; WBS codes</li><li>✓ Documenting task information in Notes</li></ul>	<b>Module 7 – Validate Schedule for Correctness</b> <ul style="list-style-type: none"><li>✓ Establishing the project budget</li><li>✓ Task set up review for correctness</li><li>✓ Review of calendars from an integration view</li><li>✓ Building realism into the schedule</li><li>✓ Replacing generic resources with real ones</li><li>✓ Review resource loading and leveling</li></ul>
<b>Module 4 –Estimating Task Durations</b> <ul style="list-style-type: none"><li>✓ Understand factors influencing duration</li><li>✓ Working with inaccurate information</li><li>Techniques used to create time estimates</li><li>✓ Adjusting estimates based on variables</li><li>✓ Capture estimates to put into your project</li><li>✓ Reviewing the overall duration of the project</li></ul>	<b>Module 8 –Schedule baseline, Tracking, Reporting</b> <ul style="list-style-type: none"><li>✓ Obtain approval &amp; save the schedule</li><li>✓ Tracking progress using basic techniques</li><li>✓ Making changes to the schedule</li><li>✓ Reporting in project progress</li><li>✓ Take aways and on-the-job contribution</li><li>✓ Wrap-up!</li></ul>

## APPENDICES

- Project scheduling process template & tools for use back on the Job
- Glossary of terms

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