

Using Microsoft Project as project control tool

Date
Place

Trainee Risto Pelin

Day 1

9.00 **Using Microsoft Project as project management tool**
Customized Global.mpt and template project

Microsoft Project information structure and database
Setting the basic options, database fields

Creating the project's schedule

Customizing tables and views

Duration, work, resource units and calendar duration

Using dependencies (predecessors, lag, constraints)

Network method and critical path

Customizing bar styles

12.00 Lunch

12.50 **Calendars** (project, resources, special calendars)
Page Setup, preview and printing

14.15 Coffee

Resource Management

Using resource pool (multiproject)

Other than project work, resource units %

Resource levelling

Creating the outline, Work Breakdown Structure

Dividing the project into subprojects and work packages

Using rolled up to show milestones and bars on the same row

- 16.20

Day 2

9.00

Professional schedules

Customized fields (value lists, formulas and graphical indicators)
Traffic lights and alerts

10.00

Coffee
Grouping of projects

Project Budget

Working cost and fixed cost, material resources
Transferring data to Excel and new graphics
Earned Value reporting

Multiproject control

Inserting projects into a Master Project
Linking tasks in different projects

12.00

Lunch

12.50

Reporting, sorting and filters

Project Control

Saving the baseline
Tracking progress information
Setting the correct calculation options

14.15

Coffee

Visual Reports and graphical information

Practical cases

Transferring data into ERP / databases and backwards into MS Project
Standard settings and user guides

Summary

16.00

Closure

Participants must have Microsoft Project installed on their computers before the seminar.