Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Project, project management

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

250,00 €

PRICE INCL. VAT

307,50 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Project 1 - Basics

Clear overview of course topics, training scope and key information.

The MS Project course is intended for all users who need to plan projects, monitor their fulfillment, workload of people and fulfillment of the financial plan.

COURSE CONTENT

01

THEORETICAL INTRODUCTION TO PROJECT MANAGEMENT

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02

NETWORK ANALYSIS

CPM, PERT, MPM method.
Calculation of dates in a network graph.
Graph calculation and probability analysis using the PERT method.
Bar charts - types and methods of arrangement, duration calculation, employment diagrams.

03

PROJECT MANAGEMENT

Classic and project management.
Characteristics of project management.
Project management process, parts of project management.

04

PROJECT PLANNING

Organization of the project team, project analysis.
Project goals, logical framework method.
Optimization of solutions to project problems.
Process content, checking deadline fulfillment.

05

CONTROLLING MS PROJECT

Menus and toolbars, using the left and right mouse buttons, changing data.
Customization of default values - global values (GLOBAL.MPT) or values connected with the project file.

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06

FIELDS AND VIEWS

Fields - task, resource and assignment fields (time-dependent or independent fields), by data type, by method of entry.
Types of views - graphical, sheet-type tabular, table-graphical (table type).
Forms, custom forms.
Tasks, definition, milestones, simple, recurring and summary tasks, task duration depending on its type (fixed, resource-oriented, effort driven).

07

CREATING A SCHEDULE - PROJECT

Simple schedule, project information “Project Information”, general information about the schedule, calendars – creating a custom calendar.

08

ENTERING TASKS INTO THE SCHEDULE

Creating a schedule in the Entry table.
Entering task duration.
Recurring tasks.

09

DEPENDENCIES BETWEEN TASKS

Preceding and following task.
4 types of dependencies, overlap and delay of tasks, creating dependencies, changing the dependency type.
Summary tasks, project summary task, WBS codes.

10

ANALYSIS OF THE CREATED SCHEDULE

Task dependencies, finding the critical path, non-critical tasks – time reserves, examination of constraint types.

11

SHARING RESOURCES - SHARE RESOURCES

Creating a resource pool, resource information.
Creating resource sharing, assigning resources to tasks, options for more precise resource assignment.
Resource costs, costs for a task and project.

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ENTERING RESOURCES INTO THE PROJECT

Task types, fixed-duration task, fixed-unit task, fixed-work task.
Options for detailed assignment of resources to tasks.
Resource leveling.

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13

ANALYSIS OF RESOURCE ASSIGNMENT

Analysis of resource assignment.
Options for identifying exceeded resource capacity.
Strategies for removing exceeded resource capacities.

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CUSTOMIZING VIEWS AND TABLES

CUSTOMIZING VIEWS AND TABLES.

15

EXECUTING THE PLANNED SCHEDULE - PROJECT IMPLEMENTATION

Discussion.
Conclusion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/project-basics