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Microsoft Project 2021 / 365 training

3 days (21 hours)

Presentation

Microsoft Project is project management software from Microsoft. It enables project managers and planners to plan and steer projects, manage resources and budgets, and analyze and communicate project data.

Microsoft Project is the world's most widely used project management software. More than 10,000 companies have also deployed the server version of Microsoft Project, called Microsoft Project Server.

In this training course we'll look at the latest version of MS Project 2021 or with the Office 365 service as well as its new features.

Objectives

- Learn the basics of MS Project functionalities
- How to create a project with MS Project
- Project management with MS Project
- Understand and master the advanced features of MS Project
- Discover and study advanced software functions
- Multi-project context management.

Target audience

Project managers, planners, prime contractors, engineers familiar with MS Project

Prerequisites

MS Project basic or intermediate training

Program

Master the fundamentals of project management

- Project management fundamentals
- Project planning
- Scheduling methods (PERT, Gantt and Potential Tasks)
- Inter-task linking: FD, DD, FF, DF
- Earliest/latest dates and calculation of margins (free, total)
- Critical path
- Project breakdown into work packages (WBS)
- Introducing MS Project
- What's new in versions 2021 and 365
- Differences between versions 2021 and 365

Discover MS Project and launch a project

- Ms Project's planning engine, operation and calculation rules
- The working environment: panels and tools
- The different views
- Creation of a first project: simple, from a template, from an Excel table
- Project properties
- Definition of a global schedule for the project, including working hours and public holidays.
- Project and sub-projects

Building the schedule

- Task scheduling mode (automatic, manual)
- Management of s: units, elapsed
- Simple tasks
- Linking tasks: ahead or behind schedule
- Task constraints: flexible, inflexible, semi-flexible
- Grouping tasks with a summary task
- Defining milestones
- Periodic tasks, parameterization
- Definition of a due date
- Splitting a job over a range
- Moving a task
- Margin and critical path visualization
- Deactivate a task to see its impact on the schedule
- Save and compare multiple schedules
- Using the timeline

Allocate resources

- Define resources, types of resources available, specific timetable
- Assign resources to tasks
- Define multiple profiles for a single resource
- Effort-driven forecasts
- Task type settings and impact of effort control
- Delayed start of resource allocation

- Resource overload visualization
- Audit of overuse
- Team planner
- Resource sharing by multiple projects
- Plan formatting and printing
- Cost management for a resource
- Accounting for overtime
- Cost visualization, budget overruns

Monitor project progress

- Definition of initial planning and status date
- Progress monitoring, actual data recording
- Percentage of completion
- Replanting during the project
- Project management

Generate and print reports

- Resource and cost control, EVM indicators
- Generate and format reports
- Printing diagrams
- Import/export

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.

