

# Workshop Outline



*“Your Project Management Knowledge Connection”*

## OVERVIEW

The workshop is designed to bring users of *Microsoft® Project* to a higher level of productivity by identifying a set of best practices around project work breakdown structures, dependencies, estimating work, cost and duration and establishing baselines, as well as tracking and reporting project progress.

This intense workshop helps clarify many of *Microsoft® Project*'s complexities, including the relationship between units, work and duration, task types, resource and project calendars, and techniques such as resource leveling, hard and soft constraints, interdependencies between projects and the use of a common resource pool.

## AUDIENCE

This workshop is intended for new or experienced Project Managers, Program Managers, Team Leaders, and PMO Managers that manage projects in an organized context that want to quickly learn how to use the *Microsoft® Project* tool effectively. The workshop is very hands-on, hence it is recommended to limit to a maximum of 16 participants.

## BENEFITS

- Configure a project and set up the project standards
- Create a Work Breakdown Structure (WBS) with work packages and dependencies
- Enter tasks, milestones, deliverables, constraints and deadlines in a WBS
- Choose appropriate task types
- Create a resource pool and assign resources to tasks
- Identify views suitable for resource, schedule and cost reporting
- Understand resource leveling
- Prepare time and costs estimates
- Know when and how to set baselines
- Update a project plan with actual work, costs and dates
- Track time and cost actual against plan
- Identify and manage the critical path and task dependencies
- Transfer information from project to other tools
- Customize and tailor project views, tables and filters
- Report and distribute project status information

## FORMAT

The hands-on format features interactive discussion, action-learning and team simulated exercises. You will be grouped into teams that will work together in “real-world” project environments. Each team will use the tools and techniques presented in the workshop, enabling you to experience the process of collaborative planning and see its effectiveness firsthand. In addition, hand-outs are provided for reference, dialogue sessions and reviews are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning. This format will enable you to immediately apply MS Project skills back at work.

## TAKE-AWAYS

- Reference Manual
- Hand-Outs and Templates
- Certificate of Completion
- 14 PMI® Professional Development Units (PDUs)
- Website & Book References

# COURSE CONTENT

## Introduction

- Workshop Guidelines
- Introductions
- Workshop Objectives, Format & Agenda

## Microsoft® Project Framework

- Concepts
  - Views, Tables, Menus & Tool Bars
- Task Entry and Linking
  - Recurring, Promoting & Demoting Tasks, Relationships & Linking
- Resources
  - Pools, Calendars, Resource Availability & Allocation
- Working with Views
  - Relationship Diagrams & Filters
- Tracking and Reporting
  - Setting Baselines & Tracking Progress
- Multiple Projects
  - Shared Resource Pools, Consolidating Projects & Interdependencies
- Customization
  - Custom Tool Bars, Views, Tables, Filters, Fields
  - The Organizer
- Hands-On Labs – Problem Solving Simulated Exercises

## Workshop Conclusion

- Avoiding Mistakes of the Past – Tricks & Traps
- Individual Opportunities for Improvement



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