

Microsoft Ms Project "Project planning tool"



BPC-190 3 Days (21 Hours)

Description

Managing a project can be complex and take a lot of time: many players, multiplication of tasks, sharing of resources, unclear priorities... MS Project is a valuable aid in saving time in simulation, planning and monitoring of schedules. The 2016 version brings new features which will be a real help compared to the 2013 version. The 2016 version allows, among other things, to make resource requests and resource commitments. It also improves dashboard functions.

Who is this training for ?

For whom

Project manager. Responsible for activities. Project manager or assistant. PMO consultant.

Prerequisites

Aucune

Training objectives

- Master the essential features of MS Project 2016

Training program

Maîtriser les fondamentaux de la gestion de projets

- Fundamentals of Project Management
- Project Planning
- Scheduling Methods (PERT, Gantt and Task Potential)
- Inter-task connection: FD, DD, FF, DF
- Earliest / latest dates and calculation of margins (free, total)
- Critical path
- Project Breakdown into Batches (WBS)
- MS Project Overview

Découvrir MS Project et lancer un projet

- The Ms Project planning engine, operation and calculation rules
- The work environment: panels and tools
- The different views
- Creation of a first project: simple, from a model, from an Excel table
- Project properties
- Definition of an overall calendar for the project, working time and public holidays.
- Project and sub-projects

Construire le planning

- Task planning mode (automatic, manual planning)
- Duration management: units, elapsed duration
- Simple tasks
- Constraints on tasks: flexible, inflexible, semi-flexible
- Grouping tasks with a summary task
- Definition of milestones
- Periodic tasks, configuration
- Setting a due date
- Splitting a task over a range
- Moving a task
- Viewing margins and path critical
- Disabling a task to view the impact on the schedule
- Saving and comparing multiple schedules
- Using the timeline bar

Affecter des ressources

- Define resources, available resource types, specific schedule
- Assign resources to tasks
- Defining multiple profiles for the same resource
- Configuration of the task type and impact of effort control
- Visualization of resource overloads
- Sharing of resources by several projects
- Cost management for a resource
- Accounting for overtime
- Visualization of costs, budget overruns

Suivre l'avancement d'un projet

- Definition of initial planning and status date
- Monitoring progress, entering actual data
- Percentage of completion
- Replanning during the project
- Project control

Générer et imprimer des rapports

- Resource and cost control, EVM indicators
- Generation and formatting of reports
- Printing diagrams
- Import/export