

**MESLI**  
CONSULTING

## **MS PROJECT TRAINING INTRODUCTION AND CONTEXT**



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# MS PROJECT TRAINING INTRODUCTION AND CONTEXT

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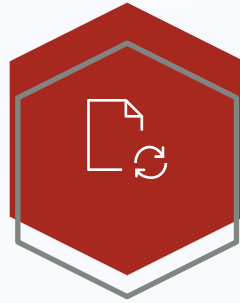
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## Objective

Objectives of MS PROJECT Introduction and Context training are to learn the essential functions of the software package, develop project planning methods, master the techniques for monitoring progress and assist your teams on one of your projects.



## Learning outcomes

At the end of the training session, each participant will be able to plan and manage a project with the MS Project tool.



## Public

This MS PROJECT Introduction and Context training programme is for project managers and everyone implicated in one of the company projects.



## Prerequisite

You need to know fundamentals of project management.



## Training materials

Each trainee will be attributed with a PC with the Microsoft Project software installed. All participants will receive the training materials at the end of the training. This training programme is made up of a theoretical part as well as a case study.



## Our instructors

Our trainings are given by international experts recognized for their skills and expertise in risk analysis and complex project management.

## PRACTICAL INFORMATION



**Duration :**  
2 days - 14 hours



**Dates:**  
Contact us  
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**Location :**  
Inhouse training  
Brussels – Antwerp  
(Belgium)Massy (France)

## Introduction, structuring and creation of projects on MS Project

### General Introduction

- The Fundamental Principles of Project Management
- Introduction to the tool

### Structure of Projects under MS Project

- Define the language to be displayed
- Creating a Project
- Create a project
- Changing project information and settings
- Detailed project information

### Structure of the Project

- Creating the Work Breakdown Structure (WBS) for your project
- Setting the WBS hierarchy levels

### Calendars

- Setting up and configuring calendars
- The different types of calendars
- Assigning calendars to tasks

## Inserting Tasks

- Create tasks
- Task Details
- Creating links between tasks
- Copy – Paste tasks

## Definition of the Network

- Definition of logical networks – PERT planning
- Definition of task constraints
- Display total and free float of the schedule
- Codes
- Define and create task codes
- Assigning a code to a task

## Data Formatting

- Group and sort your data
- Filter tasks by batch
- Filter your project's critical tasks
- Configuring Presentations
- Using keyboard shortcuts to optimize data entry

## Assigning Resources and Costs for controlling your project with MS Project

### Resource Management

- Definition of project resources
- Resource Details
- Resource allocation
- Define resource curves
- Setting up the resource histogram and load control

### Assigning Costs to Tasks

- Assigning Expenditures to Tasks
- Breakdown of the project budget

### Planning Optimization

- Analysis of the critical paths of the project
- Analysis of resources and histograms by batch and as a whole
- Resource Allocation Profile

### User Preferences

- Planning unit of time
- Date and unit settings

## Assigning a Reference Schedule

- Create a reference schedule (Baseline)
- View the reference bars in the schedule

## Project Implementation and Monitoring

- Schedule progress procedure
- Planning your project with MS Project
- Analyzing Variances with MS Project
- View progress resources

## Layout and Printing

- Edit and print your planning reports
- Print a resource histogram

## Importing and Exporting Data

- Export your schedule to Excel
- Export your schedule to XML and MPP Format



DAY 1



DAY 2