

MANAGEMENT PLANNING AND SCHEDULING OUTAGES USING MICROSOFT PROJECT (REF:OTSMPSMSP001)

Course Objectives

The format is to integrate the applications training courses with management training. The outcome is the full benefit of the capability of both the manager and the applications software combined. Delegates will increase their knowledge of set up, monitoring, control and management of projects. Planning procedures, organisation and management of tasks and resources will be demonstrated with ample time provided during the workshop sessions to practice their skills.

Course Description

The first day of this course is designed to introduce delegates to the concepts management control techniques, mapping reporting, planning and scheduling.

The next four days concentrate on developing the delegates' skills / techniques using Microsoft Project. This application provides powerful capabilities for streamlining, monitoring and controlling day to day work-flow, efficiently dealing with, planning, scheduling, resourcing and reporting on all aspects project performance and budget.

A variety of training methods are used on the course, including discussion, self-diagnostic questionnaire, exercise workshops and demonstrations.

Who Should Attend

Managers / Planners or Supervisors, who are currently responsible for teams / departments and want to further their understanding, or experienced supervisors who are being developed for more responsibility.

Pre-Requisites ?

Basic IT skills are required. No prior knowledge of Microsoft project is required.

Course Outcome

At the end of this course delegates a good understanding of, methods and techniques used and a good working knowledge of MS Project.

Leadership and Management Course Outline

Day 1

Introduction

Introduction to Management

Leadership/ management.
Management essential requirements
Communication
Resource management

Planning techniques and methods

Gaunt and Critical path analysis
Control, monitoring and reporting
Project budget control

Day 2

Introduction to Microsoft Project (Hands on)

Starting Microsoft Project
Capabilities of the system
Screen views, tables and toolbars
Defining the Project within Microsoft Project
Loading, Menus and set up
Setting the project start date
Saving and naming the New Project File



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Entering Tasks & defining tasks

- Establishing Predecessors, parallel actions
- Dates and durations
- Prioritisation of tasks & relationships
- Editing and Deleting Task information & Relationships
- Linking Tasks & recurring tasks
- Scheduling
- Sorting, inserting and deleting tasks
- Outlining as phased / grouped tasks
- Class practical exercise

Day 3

Entering Resource Data

- Enter Resources & View Resources
- Set Resource Calendars
- Editing Resource Information
- Adjusting views
- Review Resource Usage
- Inserting and Deleting Resources
- Planned Time Scale

Planning tools / methods and techniques

- Formatting and customising the Gantt
- The Tracking Gantt
- Defining objectives
- Gathering Information, analysis what needs to be done
- Planning tools methods and systems

Day 4

Resources tools

- Resources overview
- The resource toolbar & views
- Resolving resource issues
- Shared Resources
- Applying Filters. Working with Tables and Filters
- Costs
- Printing (in general)
- Class Project

Day 5

- Accessing Information
- Reports Setup, Reports by Report Type
- Reports custom.
- Tracking Progress & Updating the Project
- Questions

Course summary and close

