

## Project 98 - Foundation

This is a 1 or 2 day course at introduction level depending on experience. Delegates attending this course should have a good working knowledge of Windows. No prior use of Microsoft Project 98 is assumed.

### An Introduction to Project 98

- ◆ Orientation to Project 98
- ◆ The toolbars
- ◆ The standard and formatting toolbar
- ◆ The calendar and gantt view

### Defining the Project

- ◆ Project information entry
- ◆ The project calendar
- ◆ Changing the default working day
- ◆ Choose your calendar for the project
- ◆ The statistics window
- ◆ File properties
- ◆ Save and save as

### Tasks

- ◆ Entering tasks and a duration
- ◆ Estimating durations
- ◆ Milestones and phases
- ◆ Recurring tasks
- ◆ Editing tasks
- ◆ Changing task priority
- ◆ Inserting, deleting and moving a task

### Task Linkages

- ◆ Creating a logical sequence
- ◆ General tab
- ◆ Task predecessors
- ◆ Task resources
- ◆ Task advanced
- ◆ Task constraints
- ◆ Task types
- ◆ Task notes
- ◆ Outlining a task
- ◆ Summary tasks
- ◆ Linkage types
- ◆ Finish to start relationship
- ◆ Start to start relationship
- ◆ Finish to finish relationship
- ◆ Start to finish relationship
- ◆ Simple linkage
- ◆ Lag and lead times
- ◆ Lead time on the gantt chart
- ◆ Lag time on the gantt chart
- ◆ Types of constraint

### Resources

- ◆ Resource sheet view
- ◆ Entering resources
- ◆ Units, rates and accrue at
- ◆ Assigning a calendar to a group of resources
- ◆ Assigning a resource to a task
- ◆ Assigning a resource to a calendar

- ◆ Removing a resource
- ◆ Replacing resources
- ◆ Removing a calendar

### Pert View

- ◆ What is a pert?
- ◆ Examining a pert view
- ◆ Summary tasks
- ◆ Changing task linkages

### Shortening Your Project

- ◆ Setting the critical path
- ◆ The critical path view
- ◆ Filtering for critical tasks only
- ◆ Ides for shortening the project

### Overallocations

- ◆ Resource usage view
- ◆ The resource management toolbar
- ◆ Resource allocation view
- ◆ Resource allocation graph

### Resolving Overallocations

- ◆ Delaying tasks manually
- ◆ Resource levelling
- ◆ The levelling gantt view
- ◆ Decreasing work time
- ◆ Split tasks
- ◆ View slack in a table view
- ◆ Viewing slack in a gantt view
- ◆ Reassigning resources
- ◆ Increasing working hours
- ◆ Assign overtime to a task
- ◆ Resource contouring

### Printing Project Reports

- ◆ Print preview
- ◆ Report generator
- ◆ Project summary report
- ◆ Print options