

MICROSOFT® PROJECT: Project Design, Scheduling and Tracking Virtual Workshop

Learn how to use this program to manage any size project with ease. Understand what is needed to manage your project including purpose, scope, and expectations. Create projects from scratch and templates, add tasks and milestones, and establish relationships. Learn the relation between duration and hours worked. Understand critical path, task constraints and the hiding of tasks to see effects on the project. Apply formatting to Gantt Chart and Calendar views. Create a project timeline and modify the project's timescale. Schedule the project from a start date or from a finish date. Print a project in a variety of formats and project views.

Apply work, material and cost resources to project tasks using fixed and pooled resource sources. Modify resource work calendars to reflect customized work availability. Change project task scheduling by applying resources with customized calendars. Create project baseline budgets to track the progress of your project in real-time. Easily manage multiple projects by linking them to a master project screen. Add indicators and alarms to your project views by inserting formulas. Apply conditional formatting to project views using formulas. Add new fields using formulas to existing project views and add existing fields as well. Use report templates to report on a project. Create macros to automate repetitive tasks.

During this workshop you will learn:

Project Design Scheduling

- Know project management concepts. Temporary-unique purpose. Diverse resources – risk and uncertainty. Develops incrementally over time. Successful project is accomplished on-time, within budget, according to scope and meets quality expectations.
- Personalize settings. Project views and navigation using keyboard and ribbon tools. Project screen views including gantt, calendar and network diagram.
- Add / import tasks and re-order them. Group related tasks - summary tasks. Hide tasks while viewing summary tasks.
- Set task priority, durations and estimations. Sort, filter and highlight project tasks. Task notes - viewable and printable.
- Set relationships and accurate scheduling.
- Apply lag and lead times. Split task to show non-work delay gaps.
- Reschedule tasks by changing start and/or finish date or drag gantt bar.
- Set task deadline alarm indicators that auto-trigger.



Your Total Training Resource

Resources Tracking

- Create and modify a Project calendar, add holidays, modify it for a 5/6/7-day work week, copy the calendar to a global template to be made available by other projects.
- Know types of resources, their role in a project and applications, display resource sheet's entry view, attach notes.
- Resource pool = sharable resource sheet. Avoid resource over-allocation situations, share resources over multiple projects, create a resource pool to share, link project to the pool and remove a project from it.
- Assign resources to a task or overlapping tasks, filter the list of available resources, cut hours worked per day by resources, apply resources to shorten task durations.
- Add a fixed cost to a task, and add overtime w/o over-allocation.
- Identify and rectify over-allocation situations, fix overallocation using the contour tool, rescheduling tool and resource/project leveling tools.
- Convert your project into a 24- hour around the clock or less operation, add / convert existing resources into shift-workers... shift-1, shift-2, and shift-3.
- Analyze and compare task sheet fields – work, cost, baseline, gantt display – baseline and slippage, state of project – budget and schedule and compare actual costs with budget values.
- Measure performance and convey the “big picture”, create reports from scratch and templates, run Excel and Visio based visual reports.



Your Total Training Resource

Registration Information

Time: This is a 7-hour workshop delivered over 2 days.

Pricing: The per person fee for 1-2 participants is \$335.00; for 3 or more the fee is \$295.00 per person. **This fee covers both sessions.**

Other Information:

- The session will be delivered on the GoToMeeting platform so all participants will work from their own workspace and use their own computer. GoToMeeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-kg.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the GoToMeeting training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.