

MS Project Tips and Tricks for Collaboration

Length: 1 Day

Course Description: Microsoft Project is not an easy tool to use, especially in environments requiring collaboration. This course provides features, tips, and tricks that allow MS Project users to collaborate, share plans, and save time effectively. Some improvements will come from standardizing MS Project usage. Others will come from understanding some of the less well-known features. The instructor will demonstrate and invite students to follow along, plus there will be some individual exercises to reinforce learning.

Target Student: This course assumes the student has at least a basic knowledge of the proper use of MS Project 2010 and above.

COURSE CONTENT

INTRODUCTION

- Introductions and Class Overview
- General Time Management Tips for Project Managers
- General MS Project Usage Tips for Project Managers

DEVELOP MAINTAINABLE PLANS

- Standardizing Options
- Naming and Other Usage Conventions
- Maintainability with Dependencies, Constraints, and Deadlines
- Standardizing Project Progress Tracking

AREAS OF FOCUS DURING EXECUTION

- Identifying Tasks in Need of Focus
- Identifying Resources in Need of Focus

TROUBLESHOOTING COMMON PROJECT PROBLEMS

- Time and Schedule Problems
- Cost and Resource Problems
- Scope of Work Problems

MANAGING ACROSS MULTIPLE PLANS

- Multi-Plan Views
- Using Resource Pools
- Consolidating Project Plans
- Creating Dependencies Between Projects

DEVELOPING COMMON TOOLS AND TEMPLATES

- Using the Organizer
- Benefits of Templates
- What to Include
- Encouraging Standardized Usage

CLASS WRAP UP

- Q&A