

## MS Project Agenda

<b>Exercise 1</b>	<b>Creating A New Project</b> Setting Start / Finish Dates
<b>Exercise 2</b>	<b>Adding Resources</b> Creating a list of Resources and adding Resource Details
<b>Exercise 3</b>	<b>Creating new calendars</b> Viewing the Standard Calendar Creating new Resource Calendars
<b>Exercise 4</b>	<b>Entering Tasks</b> Entering a Task list Assigning Durations to Tasks
<b>Exercise 5</b>	<b>Re-ordering Tasks</b> Inserting, Deleting and Moving Tasks
<b>Exercise 6</b>	<b>Task Information</b> Viewing Task Information Attaching Notes to tasks Linking documents to tasks
<b>Exercise 7</b>	<b>Outlining the Project</b> Identifying Summary Tasks Creating Milestones
<b>Exercise 8</b>	<b>Relationships</b> Creating Relationships between tasks Identifying relationship types, e.g. Finish to Start, Start to Start, etc. Creating Lag and Lead Times
<b>Exercise 9</b>	<b>Assigning Resources</b>

	<p>Assigning Resources to tasks</p> <p>Assigning Multiple resources to tasks</p>
<b>Exercise 10</b>	<p><b>Baseline</b></p> <p>Creating a baseline for your project</p> <p>Updating your baseline</p>
<b>Exercise 11</b>	<p><b>Formatting the Gantt Chart</b></p> <p>Formatting the Gantt Chart</p> <p>Viewing baselines, critical tasks, slack time</p>
<b>Exercise 12</b>	<p><b>Managing/Tracking the Project</b></p> <p>Updating the project</p> <p>Marking tasks as complete</p> <p>Entering actual dates</p> <p>Viewing the Tracking Gantt chart</p>
<b>Exercise 13</b>	<p><b>Resource Overallocation</b></p> <p>Dealing with Resources Overallocation</p> <ul style="list-style-type: none"> <li>• Moving Tasks</li> <li>• Adding more Resources</li> <li>• Resource Levelling</li> </ul>
<b>Exercise 14</b>	<p><b>Reports</b></p> <p>Viewing report layouts</p>
<b>Exercise 15</b>	<p><b>Printing</b></p> <p>Printing your Gantt chart</p>