

Using Microsoft Project with Clarity PPM Course Curriculum



Available in Self-Paced, Computer Based Training and Instructor Led Training Formats

Topic 1: Introduction

Lesson 1: Course Goals
Lesson 2: Course Objectives
Lesson 3: Course Prerequisites
Lesson 2: Course Setup
Exercises – Hands-on practices

Topic 2: Creating a Project Schedule

Lesson 1: Initiating a Project in Clarity
Lesson 2: Scheduling Properties
Exercises – Hands-on practices

Topic 3: Building the Project Team

Lesson 1: Team Building Methods
Exercises – Hands-on practices

Topic 4: Opening the Project Schedule

Lesson 1: Opening Microsoft Project Schedule from Clarity
Lesson 2: Opening Microsoft Project Schedule from MSP
Exercises – Hands-on practices

Topic 5: Work Breakdown Structure

Lesson 1: Adding Tasks in MSP
Lesson 2: Moving Tasks
Lesson 3: Inserting Tasks
Lesson 4: Deleting Tasks
Exercises: Hands-on practices

Topic 6: Task Type

Lesson 1: Understanding Task Type
Lesson 2: Changing Task Type
Lesson 3: Estimating Task Duration
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 7: Task Dependencies

Lesson 1: Understanding Dependency Type
Lesson 2: Using Lead Time or Lag Time
Lesson 3: Changing or Removing Links
Lesson 4: Reviewing Task Dependencies
Exercises – Hands on practices

Topic 8: Resource Assignments

Lesson 1: Assigning Resources
Lesson 2: Assigning Labor Resource to Tasks
Lesson 3: Translating Task Duration to Work Effort
Lesson 4: Making Changes to Resource Assignments
Lesson 5: Controlling Changes with Effort Driven Scheduling
Lesson 6: Resource Assignments and Work Contour
Exercises – Hands on practices

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Topic 9: Refining the Schedule

- Lesson 1: Critical Path
- Lesson 2: Slack Time and Critical Tasks
- Lesson 3: Working with Schedule Date Constraints
- Lesson 4: Review Schedule Assumptions
- Lesson 5: Checking and Adjusting Date Constraints
- Lesson 6: Checking and Adjusting Task Dependencies
- Lesson 7: Checking and Adjusting Durations
- Lesson 8: Revisiting Resource Settings
- Lesson 9: Balancing Resource Workloads
- Lesson 10: Viewing Resource Workloads
- Lesson 11: Checking and Adjusting the Project Schedule
- Lesson 12: Adjusting Resource Availability
- Lesson 13: Adjusting Assignments
- Lesson 14: Replacing Over-allocated Resources
- Exercises – Hands on practices

Topic 10: Baseline

- Lesson 1: Saving a Baseline
- Lesson 2: Reviewing Baseline Information
- Lesson 3: Saving Additional Baselines
- Lesson 4: Clearing a Baseline
- Exercises – Hands on practices

Topic 11: Project Execution and Control

- Lesson 1: Updating Task Progress
- Lesson 2: The Weekly Time Tracking Cycle
- Lesson 3: Entering Actuals, Updating Data, and Submitting Timesheets
- Lesson 4: Reviewing for Pending Actuals
- Lesson 5: Reviewing and Approving Timesheets
- Lesson 6: Posting the Time Period
- Lesson 7: Accepting or Rejecting Pending Estimates
- Lesson 8: Reschedule the Project
- Exercises – Hands on practices
- Learning Confirmation Quiz

Topic 12: Microsoft Project Wrap-up

- Lesson 1: MSP Wrap-up
- Exercises – No Exercise for this Module