



Recognised for Continuing Professional Development (CPD) by SAAMA in accordance with ECSA guidelines



Effective
Human
Intervention
LEADERS IN TRAINING

MS PROJECT FUNDAMENTALS

Using Artificial Intelligence

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EHI has been Accredited by MERSETA Accreditation No: 17-QA/ACC/0603/11 | BBEE LEVEL 2 STATUS

MS PROJECT FUNDAMENTALS

INITIAL INSTRUCTION IN MSP AND THE USE OF ARTIFICIAL INTELLIGENCE

- The advantages of using ChatGPT3,4 and 5 – shortening your own critical path in designing a project
- How ChatGPT can enhance one's design using the triple constraints – schedule, resources, costs
- The ITERATIVE nature of ChatGPT – using it to best advantage.
- Developing Work Breakdown Structures using ChatGPT, by specifying the project parameters
- Listing work, cost and material resources using ChatGPT

COURSE OBJECTIVES

In this course, you will learn to create project plan, track timelines, baselines, tasks, and resources of a project, understanding the project life cycle to setting up and refining schedules analyzing costs allocating resources and tracking progress.

ABOUT YOUR FACILITATOR

Karl von Buddenbrock has trained in the Corporate and Government spheres for 20 years and prior to that, lectured Degree programs at the University of the Witwatersrand. He has three degrees in education and has designed and lectured courses for institutions such as the South African Institute of Civil Engineers, CSIR, PSG, Office of the State President, the Constitutional Court of South Africa, the High Court of South Africa, and the Gauteng Legislature, amongst others.



REGISTRATION CONFIRMATION

Complete your registration form and submit to attend a public or virtual course.

Alternatively, a signed In-house quotation will secure your group training session, followed by an invoice and date confirmation.

BENEFITS INCLUDE:

- ✓ Participation in an interactive workshop
- ✓ Learn from a recognised expert with cross industry experience
- ✓ Comprehensive course documentation
- ✓ **Immediate implementation in the workplace**
- ✓ **Accredited to gain 3 CPD points by SAAMA**



CUSTOMISED VIRTUAL TRAINING AND/OR IN-HOUSE TRAINING

If you wish to organize a Virtual Instructor Led Training session or In-House session for your organization, we will custom design a session that will help you achieve your desired learning goal. The main advantage of custom designed VILT, in addition to being significantly cost effective, is that they address topics specifically related to the needs of your organization. To discuss the possibility of designing and conducting such a session or In-House training session, contact us on 021 979 5891 or callie@ehiafrica.co.za for a comprehensive quotation.

MS PROJECT FUNDAMENTALS

MODULE 1: KICKING OFF

Input 1.1: Starting Out

- What is Microsoft Office Project?
- What is a Project?
- Why Use Project?

Input 1.2: Meeting Project

- Opening Project
- Interface Overview
- Menus and Ribbons
- Shortcut Keys
- Dialog Boxes
- Using the Project Guide Task Panes
- Closing Project

Input 1.3: Using Project

- Ribbon and QAT intro
- Using the Standard Ribbon
- Using the Formatting Ribbon (Contextual)
- Using the Project Guide

Input 1.4: Managing Project Files

- Opening Project Files
- Saving Project Files for the First Time
- Re-Saving a Project File
- Switching Between Open Projects
- Closing Project Files
- Sub Projects

Input 1.5: Getting Help in Project

- Using the Help Menu
- Using the Help Window
- Using the Type a Question Box
- Getting Help in a Dialog Box

MODULE 2: STARTING A PROJECT

Input 2.1: Creating a Project

- Planning your Project
- Using ChatGPT to help you design your WBS (work breakdown structure)
- Creating a Project
- Entering Project Information
- Setting Working Time
- Using the Project Guide

Input 2.2: Creating Tasks

- Entering New Tasks
- Changing a Task's Duration
- Getting ChatGPT to recommend best practices
- Moving a Task
- Inserting a Task
- Deleting a Task

Input 2.3: Editing Tasks

- The Task Information Dialog
- Task Types
- Setting Milestones
- Creating Recurring Tasks
- Creating Sub Tasks
- Creating Summary Tasks

Input 2.4: Setting Constraints

- Types of Constraints
- Creating a Constraint
- Setting Task Deadlines
- Constraints versus Deadlines

MODULE 3: SCHEDULING A PROJECT

Input 3.1: Creating the Project Calendar

- Calendar Types
- Setting up the Calendar
- Creating a New Calendar
- Using Calendar View
- Adjusting the Timescale

Input 3.2: Setting a Project Baseline

- Baseline Basics
- Saving a Baseline
- Viewing a Baseline
- Clearing a Baseline

Input 3.3: Setting an Interim Plan

- Setting an Interim Plan
- Viewing an Interim Plan
- Clearing an Interim Plan

Input 3.4: Setting the Critical Path

- What is the Critical Path?
- How Does Project Determine a Critical Path?
- Viewing the Critical Path
- Shortening the Critical Path

MODULE 4: PRINTING AND VIEWING A PROJECT

Input 4.1: Basic Editing Tasks

- Checking Spelling
- Selecting Text
- Cutting, Copying, and Pasting
- Using Undo and Redo
- Inserting Page Breaks

Input 4.2: Changing Your View.

- Using Zoom
- Using the View Bar
- Using Basic Views
- Using Advanced Views
- Using the Find Dialog

MS PROJECT FUNDAMENTALS

Input 4.3: Using Page Setup

- Setting Page Options
- Setting Margins
- Setting Headers
- Setting Footers
- Modifying the Legend
- View Settings

Input 4.4: Printing a Project

- Opening Print Preview
- Using Print Preview
- Using Print Commands
- Using the Print Dialog
- Using the Project Guide to Print your Project

BASIC – INTERMEDIATE

MODULE 1: FILE TASKS AND VIEWS

Input 1.1: Using My Computer within Project

- Using the My Places Ribbon
- Navigating with My Computer
- Performing Basic Tasks
- Changing Views

Input 1.2: Saving your Files

- Using File Formats
- Using File Properties
- Using Auto Save
- Setting Save Options

Input 1.3: Using Templates

- Opening a Template
- Creating a Template
- Accessing a Custom Template
- Using and Saving Template Previews

Input 1.4: Viewing your Files

- Opening a New Window
- Arranging Windows
- Hiding or Unhiding a Window
- Splitting a Window

Input 1.5: Advanced Views

- Using Multiple Views
- Viewing Tables
- Sorting Information
- Using Filters
- Using AutoFilter

MODULE 2: USING RESOURCES

Input 2.1: Resource Basics

- The Work Units Duration Equation
- Creating a Resource List
- Assigning Work and Material to a Resource
- Using the Resource Information Dialog Box

Input 2.2: Editing Resources

- Changing a Resource Calendar
- Editing Working Time
- Grouping Resources
- Removing a Resource
- Adding notes to resources

Input 2.3: Resources and Tasks

- Assigning a Resource to a Task (Gantt View)
- Assigning a Resource to a Task (Task Information Dialog)
- Using Task Usage View to Modify Resources
- Using the Assign Resources Dialog
- Removing or Replacing a Resource

Input 2.4: Resource Views

- Resource Sheet View
- Resource Graph View
- Resource Usage View

Input 2.5: Resource Conflicts

- Determining when Resource Conflicts Exist
- Using the Resource Management Ribbon
- Reassigning Resources
- Scheduling Overtime

Input 2.6: Leveling Resources

- Opening the Resource Leveling Dialog
- Leveling Calculations
- Leveling Range
- Resolving Over Allocations

MODULE 3: WORKING WITH TASKS

Input 3.1: Viewing Tasks

- Using the Task Usage View
- Using the Task Form View
- Using the Task Entry View
- Using the Task Name Form

Input 3.2: Working with Tasks

- Task Indicators
- Task Calendars
- Using Change Highlighting
- Using the Task Drivers Pane

Input 3.3: Linking Tasks

- Link Types
- Linking Tasks within a Project
- Unlinking Tasks within a Project
- Linking Tasks Across Projects
- Unlinking Cross-Project Tasks
- Using Lag Time and Lead Time

Input 3.4: Editing Tasks

- Updating Calculation Options
- Splitting a Task
- Overlapping Tasks
- Delaying Tasks
- Assigning Variable Units to a Task
- Organizing Tasks into Phases

Input 3.5: Completing Tasks

- Entering Task Completion
- Updating Start and Finish Dates
- Changing Task Duration
- Changing Remaining Work

Input 3.6: Working with Variances

- Using the Variance Table
- Checking for Variances
- Work Variances
- Cost Variances

MODULE 4: CREATING REPORTS

Input 4.1: Creating Reports

- Burndown reports
- Overviews
- Cost reports
- Resource reports
- S-Curve reports for work and costs
- Table reports
- Customising reports
- Creating a composite report

Input 4.2: Creating Visual Reports

- Opening the Visual Reports Dialog
- Choosing a Report
- Editing a Report
- Creating a Template
- Modifying a Template

Continuing Professional Development (CPD)

refers to continuing education and training. **CPD** also refers to the systematic maintenance, improvement and broadening of knowledge and skills and the development of the necessary personal qualities for the execution of professional duties throughout a person's career. It is the learning and development that takes place after completion of educational studies, and by which registered persons maintain and develop competencies to continue to perform their roles efficiently through further training and experiences. **ECSA is recognised by SAQA as a Professional Body ID: 623. CPD registered courses can be submitted on your WSP.** EHI's courses are accredited through **SAAMA** for approval of CPD activities which will automatically be accepted by **ECSA**.