



Effective  
Human  
Intervention  
LEADERS IN TRAINING



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



## 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, analysing costs, allocating resources, and tracking progress. In addition, the use of ChatGPT is employed to speed up and increase the proficiency of project planning.

## WHO SHOULD ATTEND?

This course will benefit a wide range of individuals from various sectors and industries.

- **Business Owners**
- **Project Managers**
- **Engineers**
- **Site Supervisors**

All these individuals have one thing in common - the role of planning and scheduling tasks.

## BENEFITS

- **Participation in an interactive workshop**
- **Learn from a recognised expert with cross industry experience**
- **Comprehensive course documentation**
- **Immediate implementation in the workplace**

## REQUIREMENTS

Reliable internet  
MS Teams, Zoom or compatible platform  
MS Project 2010, 2013, 2016 or 2019



# MS PROJECT PROFESSIONAL INCLUDING ARTIFICIAL INTELLIGENCE (INTERMEDIATE – ADVANCED)

## YOUR FACILITATOR

Karl is a highly experienced trainer in the corporate environment, highly qualified in Educational theory and methodology. Karl has trained in the corporate sphere for 20 years, and prior to that, lectured degree programmes for the University of the Witwatersrand



Karl has taught Project Management and MS Project to hundreds of staff at CSIR, he has taught Project Management, Database design and MS Projects to Sanbio Project for SADC scientists and researches funded by the Finnish Government.

## PREREQUISITES

MS Project Basic and Intermediate. A good knowledge of Excel will be an advantage.

## TARGET GROUP

This course is intended for delegates who have a good knowledge of the Basic Concepts of MS projects. The course should be attended by a delegate who wishes to use all the possible features that the program offers

## COURSE DESCRIPTION

The course enables a person to design a project from start to end, using as much of the features available in the program to ensure an efficient flow of a project.

## CONFIGURATION

Online: Any three days, with 4 ½ hours to spare (as per course outline). This can take place over as many weeks as is convenient, but the closer the sessions are, the better.

Onsite: Any two days, with 7 hours to spare.

## COURSE CONTENT

### MODULE 1 – DAY 1 (4 ½ HOURS)

#### Topic 1: 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

#### Topic 2: WORKING WITH PROJECT TASKS

- Recurring Tasks
- Split a Task into Segments
- Estimating Durations
- Time Constraints
- Ask ChatGPT for best practices

#### Topic 3: ADVANCED FORMATTING

- Gantt Chart Bars
- Change the Appearance of Link Lines
- Roll Up Gantt Bar to Summary Task Bar
- Format the Timescale

#### Topic 4: THE TIMELINE VIEW

- Using the timeline to best advantage
- Beyond mere bells and whistles

#### Topic 5: ADVANCED SCHEDULING

- Resolving Time Restrictions
- Ask ChatGPT to provide a WBS for a complex project

#### Topic 6: WORKING WITH RESOURCES

- Assigning resources
- Resolve Resource Allocations using Levelling
- Resource Contouring
- Use ChatGPT to recommend resource assignment

#### Topic 7: TRACKING A PROJECT

- Revisiting the Basics of Project Tracking
- Create a Baseline Plan
- Update a Project SCHEDULE
- Setting and Displaying the Interim Plan
- Adding the progress line

### MODULE 2 – DAY 2 (4 ½ HOURS)

#### Topic 8: ADVANCED COSTS AND RESOURCE FEATURES

- Working with Cost Rate Tables
- Cost Task Table
- Overtime Rates
- S-Curves and Earned value
- Using ChatGPT to work out weighted milestones

#### Topic 9: WORKING WITH MULTIPLE PROJECTS

- Consolidate Projects
- Delete Link to Consolidated File
- Consolidate Open Projects
- Link Information between Projects
- Sharing Resources among Projects

#### Topic 10: WORKING WITH VIEWS

- Creating a combination view for best analysis
- Using ChatGPT to advise on best practices for views

#### Topic 11: FINE-TUNING A PROJECT VIEW

- Filtering Data
- Tables
- Create a Combination View
- Modify a Form
- Custom Fields. Adding calculated COST field and DATEDIFF
- Asking ChatGPT for the expression

#### Topic 12: REPORTING

- Create a Custom Basic Report
- S-Curves and Burndown reports
- Visual Reports
- Create a combination report: Costs, Resources, Schedule

#### Topic 13: MACROS

- Record a Macro
- Macro Options
- Creating Ribbon Icons for Macros
- Working with VBA essentials
- Ask ChatGPT for VBA code

### MODULE 3 – DAY 3 (4 ½ HOURS)

#### Topic 14: Importing, Templates

- Create a Template
- Sharing Information with Other Applications
- Export/ Import Project information
- Import project information

#### Topic 15: MULTIPLE PROJECTS

- Inserting sub-project
- Sharing common resources across the network
- Managing multiple projects

#### Topic 16: VARIOUS EXERCISES

- Creation of S-Curves
- Controlling slack time
- Using multiple baselines
- Monitoring Earned Value
- Use ChatGPT to help you complete the assessment