

Microsoft Project Level 1

Course PR-01 1 Day Instructor-led, Hands on

Introduction

This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will be able to:

- Explore the Microsoft Office Project environment
- Create a new project plan.
- Structure the project plan
- Add resources to the project plan
- Track estimated costs
- Adjust the project plan
- Finalize the project plan

Prerequisites

Students enrolling in this class should have the following:

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- An understanding of project management concepts. The course Project Fundamentals, (Course No. PRFND) provides this information
- Knowledge of a Windows operating system
- A basic knowledge of Microsoft Word and Microsoft Excel would be helpful, but is not required.

Course Outline

Module 1: Introducing Microsoft Project

- What is Microsoft Project
- Uses for Project
- Using a Project template

Module 2: Creating a Project Plan

- Determining a start or finish date
- Setting the project calendar
- Adding tasks
- Outlining the project
- Showing the project summary task

Module 3: Structuring the Project Plan

- Estimating durations
- Linking tasks
- Adjusting links
- Adding constraints
- Adding deadlines

Module 4: Adding Resources to the Project Plan

- Understanding resource types
- Building a resource sheet
- Working with resource calendars
- Assigning resources to tasks
- Understanding task types and effort-driven

Module 5: Tracking Estimated Costs

- Viewing resource costs
- Using cost resources
- Adding fixed costs

Module 6: Adjusting the Project Plan

- Exploring project views
- Using the timeline

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- Using multiple timelines
- Adjusting work hours
- Adding project notes
- Resolving resource overallocations

Module 7: Finalizing the Project Plan

- Viewing the critical path
- Using task path highlighting
- Saving the baseline
- Viewing initial reports