



Microsoft Project

Course PROJ

2 Days

Instructor-led, Hands on

Introduction

This two-day, instructor-led 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 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

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. project. The course also covers the advanced knowledge and skills a project manager needs to update a project plan in Project during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project.

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.

You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information. You will manage and customize project plans during the implementation stage of a project.

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

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- 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
- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.

Prerequisites

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft Windows operating system—preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft Office applications, particularly Word, Excel and PowerPoint will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project. The course Project Fundamentals, (Course No. PRFND) provides this information

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

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- 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
- 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

Module 8: Updating a Project Plan

- Marking tasks complete
- Adjusting actuals
- Marking tasks partially complete
- Showing progress lines
- Comparing actuals to a baseline

Module 9: Adjusting Project Plans

- Changing project resources
- Adjusting task schedules
- Splitting tasks
- Delaying the remainder of a project
- Saving an interim plan



Module 10: Reporting on Project Information

- Using built-in reports
- Exporting information to Excel
- Copying information to Word
- Using visual reports

Module 11: Creating Project Templates

- Removing unwanted information
- Saving the project as a template
- Using a project template

Module 12: Customizing Project

- Using filters
- Formatting a project table
- Grouping project information
- Using custom fields
- Customizing views
- Building custom tables
- Building custom reports
- Sharing custom items with other projects
- Setting project options

Module 13: Working with Multiple Projects

- Resource pools
- Master projects