



Microsoft Project 2010-2019

Level 1: Creating Projects

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

This course focuses on the core steps needed to set-up any basic project in Microsoft Project. Students learn the basics of traditional project management and how they're implemented in Project, and then create an entire small project from beginning to end. By the end of the course you will know how to plan out a project, print out or otherwise distribute schedules, Gantt charts, calendars, and reports to everyone involved, and track the impact of delays and other changes that happen once the project is underway.

Course Prerequisite: knowledge of basic Windows use, ability to use keyboard and mouse, and familiarity with Project Management concepts.

COURSE TOPICS

Overview of Project Management

- What is Project Management?
- Project Management Process
- What is Project?
- The Project Screen
- Creating a Project
- Saving, Opening and Closing a Project

Getting Started

- Setting Project Information
- Setting Project Properties

Managing Calendars

- Setting the Base Calendar
- Working Time Options
- Defining Non-work days

The Gantt Table/Chart

- Task Mode
- Task Name, Duration, Start & Finish
- Column Widths/Row Heights
- Adding Data, Editing and Using Fill
- Using Task Notes
- Undo
- Project Summary Task
- Outline Numbering

Adding Tasks

- Insert and Add Tasks
- Deleting Tasks
- Change Task Order
- Setting Milestones
- Creating Summary Tasks
- Creating Recurring Tasks
- Setting Task Type and Date
- Constraints

Linking Tasks

- Linking and Unlinking Tasks
- Link Types
- Lead Time & Lag Time
- Splitting Tasks
- Task Linkages and Dependency

Modifying Gantt Table

- Filtering Tasks
- Going to a Task in the Chart
- Adding / Removing Columns
- Field Settings
- Custom Columns and Calculations
- Changing Chart Time Scale

Formatting

- Setting Text Styles
- Changing Bar Styles
- Gridlines
- Layout

Views

- The View Bar
- Changing Views
- Create a Custom Table
- Copy a Table

Page Setup & Printing

- Margins, Orientation, Paper Size
- Headers & Footers
- Legend
- View Options
- Printing



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Level 2: More Complex Situations

2 Day Course

Training at Your Office

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COURSE DESCRIPTION

Once you know how to create a project, you'll discover that there are many wrinkles that can occur. Sometimes your workers are shared across multiple projects. Sometimes you need to track industry or company-specific data that Project has never heard of. Inevitably people with special skills get over-assigned and can't do everything in your preferred time frame...and that's only the beginning. This course teaches you how to handle all the unusual constraints and requirements you may need to model beyond the basic set up of any project plan.

Course Prerequisite: Project Level 1 or equivalent knowledge.

COURSE TOPICS

Tracking Project Plans

- Reviewing a Plan
- Determining the Critical Path
- Network Diagram
- Setting the Baseline
- Updating Tasks with Actual Results
- Rescheduling Uncompleted Tasks
- Comparing Actuals to Baseline

Tracking Results

- Comparing Baseline to Actual
- The Project Status Date
- Constraints

Task Management

- Compressing a Project Schedule
- Setting Task Priorities
- Identify and Manage Slack
- Manually Enter Costs

Sharing Data and Hyperlinks

- Importing from Excel
- Exporting to Excel
- Copy Gantt Charts to Word, Excel, or PowerPoint
- Exporting PDF files
- Creating Hyperlinks

Resource Management

- Creating a Resource List
- Assigning Resources to Tasks
- Adjusting Resources, Duration and Work Effort
- Delay a Resource Assignment
- Modifying Resource Availability Over Time
- Resource Contouring
- Material Resources
- Multiple Cost Rate Tables
- Cost Accrual Options
- Using Overtime
- Apply Fixed Costs to Material Resources
- Leveling Resources

Costs

- Assigning Costs
- Rate-Based Costs
- Pre-use and Fixed Costs
- Viewing Costs

Multi-project Management

- Splitting a Project into Subprojects
- Saving Baselines for a Master Project
- Adding a Task to a Master Project
- Add Cross-Project Links
- Multiple Critical Paths
- Resource Sharing Across Projects

Creating Custom Reports



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