Microsoft Project

Duration: *2 Day(s)*

Course Overview

The Microsoft® Project® class combines beginner and intermediate practices and lessons into a single, comprehensive delivery. Students will first explore the desktop application interface so they are able to navigate and perform necessary project management functions efficiently.

Lessons are taught by a Microsoft Project certified instructor in an incremental fashion, one module building upon the previous. Students will experience using the desktop application Microsoft Project and see how projects are built from scratch or with the assistance of a template.

The content of this course is applicable to Project 2021, 2019, and 2016.

Review this course online at https://www.alta3.com/courses/MSFT*PRJ*2019_E

Objectives

- Design comprehensive project schedules using Microsoft Project.
- Implement resource management and cost estimation techniques.
- Understand critical project constraints and record progress updates.
- Integrate and manage multiple project plans for cohesive project delivery.

Who Should Attend

- Project Managers
- Project Schedulers
- Aspiring Project Professionals
- Microsoft Project Learners

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 will be useful.

Having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.

Course Outline

Lesson 1 - Getting Started with Microsoft Project

1. Navigate in the Microsoft Project Desktop Environment

Lesson 2 - Defining a Project

2. Create a New Project Plan File
3. Set Project Plan Options

4. Assign a Project Calendar

Lesson 3 - Adding Project Tasks

5. Add Tasks to a Project Plan
6. Enter Task Duration Estimates

Lesson 4 - Managing Tasks

7. Create a Work Breakdown Structure
8. Define Task Relationships
9. Schedule Tasks

Lesson 5 - Managing Project Resources

10. Add Resources to a Project
11. Create a Resource Calendar
12. Enter Costs for Resources
13. Assign Resources to Tasks
14. Resolve Resource Conflicts

Lesson 6 - Finalizing a Project Plan

15. Optimize a Project Plan
16. Set a Baseline
17. Share a Project Plan

Lesson 7 - Updating a Project Plan

18. Enter Task Progress
19. Enter Overtime Work
20. Edit Tasks

Lesson 8 - Viewing Project Progress

21. Format and Share the Timeline View

Lesson 9 - Reporting on Project Progress

22. View Built-in Reports

Lesson 10 - Reusing Project Plan Information

23. Share Project Plan Elements with Other Plans

Lesson 11 - Working with Multiple Projects

24. Share Resources
25. Link Project Plans

Additional Topics

26. Exploring Project Management in the Cloud
27. Navigating in the Microsoft Project Online Environment