Microsoft Project

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Introduction

This course is designed to teach project managers how to create, update and manage project schedules with Microsoft Project. Participants will learn how to create new projects, enter tasks, create a WBS, set dependencies, create constraints and deadlines and manage resource assignments. You will also learn how to analyze and manage resources over and under-allocations, set baselines, track and manage progress and generate reports. Advanced topics covering master, sub-projects and resource pools will also be learning topics. We will also go over macros, EVM and advanced dashboard reporting as part of the curriculum. Sharing with SharePoint and managing templates will also be areas of learning in this course.

Audience

This course is intended for project, program and portfolio managers who will be working with Project and will be responsible for creating and managing projects and resources with Project. This course does not assume any previous knowledge of Microsoft Project but a basic understanding of windows and other Microsoft applications will be helpful. This course covers fundamentals through advanced and refers to 2013 to 2019 and Microsoft 365 Project Professional (P-3).

At Course Completion

After completing this course, students will be able to:

- Exploring the Project Environment
- Getting Started with Microsoft Project
- Modifying and Organizing a Task list
- Shaping the schedule
- Modifying Task Dependencies
- Working with Calendars
- Entering Project Costs
- Task Type Settings
- Resolving Resource Over-allocations
- Setting Constraints and Deadlines
- Tracking Project Progress
- Reporting in Project

- Customizing the Project Environment
- Creating and Managing custom Fields, Tables and Views
- Importing and Exporting Project Data
- Managing Project Templates and Sharing with SharePoint
- Working with Master Projects, Sub-Projects and Resource Pools
- Advanced Dashboard & Visual Reporting
- Tracking and Analyzing EVM
- Automating with Macros

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Module	Topics
Introduction: Welcome to Project	I.1- Welcome to Project I.2- PM 101 I.3- The Project Lifecycle I.4- Benefits of Project
Module 1: Exploring Project	1.1-Navigating Project 1.2-Working with Views 1.3-Backstage settings
Module 2: Getting Started	2.1-Creating a new project 2.2-Entering tasks and estimates 2.3-Task Settings 2.4- Recurring Tasks
Module 3: Organizing Tasks	3.1-Editing Tasks 3.2-Outlining Tasks 3.3-Understanding the WBS
Module 4: Shaping the Schedule	4.1-Linking and Unlinking tasks 4.2- Working with task dependencies 4.3- Using lag and lead time 4.4-Enabling the Critical Path
Module 5: Managing Resources	5.1- Managing Resources 5.2- Working with Resource Types 5.3- Using Budget Resources 5.4- Assigning Resources

Module 6: Calendars	6.1- Managing Calendars
	6.2- Managing Resource Calendars
	6.3- Task Calendars
Module 7: Managing Costs	7.1- Managing Resource Rates
	7.2- Using Rate Tables
	7.3- Working with Fixed Costs
Module 8: Task Type Management	8.1- Task Type Settings
	8.2- Understand the Initial Assignment
	8.3- Working with Fixed Units
	8.4- Working with Fixed Duration
	8.5- Working with Fixed Work
	8.6- Variable Resource assignments
Module 9: Managing Resource Allocations and Conflicts Assignments and Contours	9.1- Understanding Contours
	9.2- Managing Resource Assignments
	9.3- Resolving Resource overrallocations
	9.4- Using Leveling
	9.5- Team Planner
	9.6- Manually resolving overrallocations
Module 10: Schedule Constraints and Deadlines	10.1- Task Constraints
	10.2- Inflexible Constraints
	10.3- Setting Deadlines
Module 11: Baselining and Reporting Progress	11.1- Understanding Baselines
	11.2- Setting Baselines
	11.3- Updating and Setting Multiple Baselines
	11.4- Tracking Progress

Module 12: Filtering, Grouping and Highlighting	12.1- Managing Filters and Groups 12.2- Creating and Sharing Groups and Filters 12.3- Highlighting
Module 13: Reporting and Printing	13.1- Reporting 13.2- Visual Reports 13.3- Timeline 13.4- Page Setup
Module 14: Customizing	14.1- Formatting Options 14.2- Modifying the Gantt Chart 14.3- Customizing the Ribbon
Module 15: Managing Fields, Tables and Views	15.1- Create and manage custom fields and lookup lists 15.2- Using Formulas 15.3- Custom Tables and Views 15.4- Using the Organizer
Module 16: Importing and Exporting Project Data	16.1- Importing and exporting project data 16.2- Merging and Appending project information
Module 17: Managing Templates and Sharing with SharePoint and Teams	17.1- Creating custom templates 17.2- Managing template locations 17.3- Creating a new project from a template 17.4- Sharing Project Information 17.5- Storing Projects in SharePoint 17.6- Using Teams and Project, better together
Module 18: Master, sub-projects and shared resource pools	18.1- Creating Master Projects 18.2- Inserting Sub-Projects 18.3- Managing a Shared Resource Pool 18.4- Consolidating Projects 18.5- Cross Project Dependencies 18.6- Securing Projects

Module 19: Advanced Dashboard and Visual Reporting	19.1- Creating new custom Dashboard reports
	19.2- Managing custom fields to custom reports
	19.3- Advanced visual reporting with Excel and Visio templates
Module 20: Analyzing Progress and Earned Value Management (EVM)	20.1- Advanced Tracking Tools and Techniques
	20.2- Managing multiple baselines
	20.3- Tracking progress and Analyzing EVM
Module 21: Working with Macros	21.1- Automating common events with macros
	21.2- Editing and managing macros
	21.3- Revisiting the Global.mpt