

Course Description

This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project necessary to create and save project plans.

Learning Objectives

- Identify project management concepts and navigate in Project
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan.
- Finalize a project plan.

Getting Started with Microsoft Project

- Identify Project Management Concepts
 - Projects
 - Project Process Groups
 - Project Constraints
 - Scope Creep
 - Project Management
 - Project Roles
- Navigate the Microsoft Project Environment
 - The Start Screen
 - Views
 - The Gantt Chart View
 - The View Bar
 - The Quick Access Toolbar
 - The Ribbon
 - The Backstage
 - The Contextual Tab
 - The Status Bar
 - The Tell Me Bar

Managing Project Plan Resources

- Add Resources to a Project Plan
 - Work Resources
 - Cost Resources
 - Material Resources
 - The Resource Sheet
 - The Resource Information Dialog Box
- Create a Resource Calendar
 - Resource Availability
 - Enter Costs for Resources
 - Resource Costs
 - Resource Cost Rate Tables
- Assign Resources to a Task
 - The Team Planner View
 - The Assign Resources Dialog Box
 - The Task Usage Table
- Resolve Resource Conflicts
 - Methods of Resolving Resource Conflicts
 - Automatic Resource Leveling
 - Task Priorities
 - The Leveling Gantt Chart

Defining a Project

- Create a New Project Plan
 - Methods for Creating New Projects
 - Project Templates
- Define a Project
 - The Project Information Dialog Box
 - The Project Properties Dialog Box
 - Methods for Scheduling Projects
 - Guidelines for Scheduling a Project from the Finish Date
 - Current Date Changes
 - The Save As Screen
- Assign a Project Calendar
 - Project Calendars
 - Base Calendars
 - The Create New Base Calendar Dialog Box
 - The Change Working Time Dialog Box
 - Exceptions
 - Working Time vs. Non-Working Time
 - The Details Dialog Box

Finalizing a Project Plan

- Optimize a Project Plan
 - The Critical Path
 - Methods of Optimizing a Project Plan
 - Effort-Driven Tasks
 - Duration vs. Work
- Set a Baseline
 - Baselines
 - The Baseline Table
 - The Set Baseline Dialog Box
- Share a Project Plan
 - Printed Project Plans
 - Syncing Project Plans with SharePoint
 - Emailing Project Plans
 - File Formats

Creating and Organizing Tasks

- Add Tasks to a Project Plan
 - Project Tasks
 - The Task Entry Table
 - The Task Information Dialog Box
 - General Task Information
 - Task Links
 - Task Selection
- Import Tasks From Other Programs
 - Methods of Importing Tasks
 - The Trust Center
 - The Import Wizard Dialog Box
- Create a Work Breakdown Structure
 - Work Breakdown Structure
 - Summary Tasks and Subtasks
 - The Project Summary Task
 - Outline Numbers
 - Milestone Tasks
 - Task Notes
- Define Task Relationships
 - Task Predecessors
 - Dependencies
 - Lag Time
 - Lead Time
- Schedule Tasks
 - Manually Scheduled vs. Auto Scheduled Tasks
 - Task Constraints
 - Deadlines