



# Project 1

## 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

### Get 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

### Define 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

### Create and Organize 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

### Manage 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

### Finalize 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