



## Microsoft Project (Level 1)

With our MS Project training you will learn how to plan and manage your projects more effectively

### Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Understand the basic purpose and operation of the software, and work with windows, Ribbon tabs and buttons, and views.
- Create a new project and create, edit, and outline a task list, as well as establish dependencies by linking tasks.
- Add and assign resources to a project, work with project calendars, and enter project costs, such as standard, variable, and fixed costs.
- Apply page setup options, create headers and footers, insert page breaks, and preview and print project information.
- Apply task type settings, modify fixed tasks, set task constraints, and define and format the critical path.
- Apply preset and custom contours, edit resource assignments, identify and resolve resource over-allocations, and set and modify a baseline.
- Track the progress of a project, update tasks and schedule, and compare baseline vs. actual data.

## Course Content

### The Basics

Project Management Concepts ; Getting Started ; Application and Windows ; Ribbon and Tabs ; Saving Projects ; Changing the View ; Moving Within a View

### Project Creation

Project Information ; Creating Task Lists ; Editing Task Lists ; Outlining Task Lists ; Task Dependencies ; Modifying Task Dependencies ; Task Information

### Project Resources and Costs

Project Resources ; Resource Assignment Concepts ; Assigning Resources ; Working with Project Calendars ; Working with Resource Calendars ; Working with Task Calendars ; Entering Project Costs

### Printing Schedule Information

Page Setup Options ; Previewing Views and Reports ; Printing Project Information

### Changing Scheduling Methods

Resource Assignment Concepts ; Task Type Settings ; Changing Task Type Settings ; Task Constraints ; Identifying Factors Affecting Tasks ; Defining the Critical Path ; Formatting the Critical Path

### Resolving Resource Conflicts

Preset Contours ; Applying Preset Contours ; Editing Resource Assignments ; Resource Overallocations ; Locating Resource Overallocations ; Resolving Resource Overallocations ; Saving the Baseline

### Tracking Project Progress

Tracking Task Progress ; Updating Tasks ; Updating the Remaining Schedule ; Comparing Baseline and Actual Data

### Sorting, Filtering and Grouping

Sorting Views; Filtering Views ; Grouping Tasks and Resources

### Formatting the Project Environment

Formatting Views; Formatting the Gantt Chart

### Workshop Format:

- 2 day workshop 9:00am – 4:00pm
- Live Webinar: Four 3 hour sessions