Microsoft Project In-Depth
Managing Projects and Schedules – 4 Days

Training Course Content

Course Description: This boot camp is designed specifically for business users who want to learn to use Microsoft Project at an advanced level. This course is designed to familiarize you with the different features and functions of Microsoft Project, from basic to advanced, so that you can use it effectively and efficiently in a real-world environment.

Prerequisites: To ensure your success, you should have general knowledge of project management concepts.

Course Objectives: You will learn to create and maintain project plans and the scheduling options, manage personnel and track hours, track and review cost and baselines, and manage float or slack time. You will learn to collaborate with other project managers by sharing resources and working with other Microsoft applications, learn advanced scheduling features, resource loading capabilities, understand how Project reschedules uncompleted work, and use basic macros to repeat tasks and become more efficient in Project

Day 1:

- **The Project Environment:** The Ribbon Options, View Options, Quick Access Toolbar
- **Create and Modify Projects:** Work with templates, start a new project plan, and modify existing project plans
- **Start a Project:** Create, Assign, and Update a Project Calendar, Project Start/Finish Dates, Priority Levels
- **Manage Tasks:** Work with Summary Task Outlining, Recurring Task, Link Dependent Tasks, Set Constraints, Deadlines, Add Notes, Identify Milestones and Critical Deliverables
- **Add and Manage Resources:** Add Resources, Create a Resource Calendar, Assign Resources to Tasks, Enter and Manage Costs for Resources, Resolve Resource Conflict
- **Finalize the Project Plan Prior to Work Commencing:** Display the Critical Path, Shorten the Project Duration, Set a Baseline, Print Project Reports

Day 2:

- **Customize the Project Environment:** Project Views, Gantt Chart Customizations, Custom Fields
  Manage Task Structures: Change a Task List, Create a Network Diagram, Manage the Critical Path, Use Lag and Lead Time, Set and Work with Multiple Baselines
- **Update a Project Plan with Actuals:** Enter and View Task Progress and Completions, Enter Overtime Work, Split a Task, Edit and Reschedule a Task, Filter Tasks
  Work with Project Table: View and Work Different Tables, Create and Customize Tables
- **Manage Project Costs:** Update Cost Rate Tables, Group Costs, Link Documents to a Project Plan, View Standard Cost Reports

Managing Projects and Schedules (Continued)

Day 3:

- **Work and Manage the Global Template Organizer:** Calendars, Views, Tables, Fields, Reports
- **Organizing your Project Data:** Sorting, Filtering, Grouping, Highlighting of data with in Project
- **Customize, Share and Reuse Project Plan Information:** Create a Project Plan Template, Make Custom Items Available to Other Project Plans, Create a Master Project with Multiple Sub-Projects, Share Resources Across Projects, Modify Resource Pools
- **Advanced Scheduling:** Schedule Overtime Work to shorten durations, Demonstrate 24 hour scheduling and how to work across multiple time zones, Use Task Calendars vs Project Calendar vs Resource Calendars
- **Advanced Options for Scheduling Uncompleted Work:** Reschedule uncompleted work to the current Status Date, Split in Progress Tasks Option, Advanced Calculation Options for Project Task Options), Work Contours Types

Day 4:

- **Concepts of Work:** % Work Complete, % Complete, Actual Work vs Actual Durations, Fixed Work, Fixed Units, Fixed Durations
- **Earned Value Analysis:** Physical % Complete, Fix Cost Fixed Cost Accrual Budgeted Cost of Work Performed
- **Exchange Project Plan Data with Other Applications:** Use the Import and Export Tools, Create and Manage Visual Reports
- **Macros:** Create Macros for automated tasks performed in MS Project and know different options for running a Macro
- **Create and Modify Custom Fields:** With Texts, Number, Date Fields, Formulas, Look Up Table, and graphical Indicators
- **Work and Collaborate with other Applications:** Outlook (Office 365, SharePoint, PowerPoint, Excel, Visio