



Managing Projects with 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.

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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, 8:30 – 4:00 pm / \$598.00 per person**
- **Live Webinar: Four 2.5 sessions / \$498.00 per person**