



Microsoft Project – Level 1 / Intro

Duration: 2 days

Course Objectives

familiarize you with the basic features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in a real-world environment by covering the critical knowledge and skills a project manager needs to create a project plan.

Course Content

Day 1

Getting Started with Microsoft Project

- Understanding Project Management Concepts
- Getting Started
- Application and Project Windows
- Ribbon and Tabs
- Creating and Saving Projects
- Opening and Closing Projects
- Changing the View
- Understanding the views
- Moving Within a View

Creating a Project Plan

- Project Information
- Creating Task Lists
- Manual tasks scheduling
- Auto task scheduling
- Editing Task Lists
- Outlining Task Lists
- Task Dependencies
- Modifying Task Dependencies
- Task Information
- Project Timeline

Managing Resources and Costs in a Project

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

Printing Project Information

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

DAY 2

Changing Scheduling Methods

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

Resolving Resource Conflicts

- Editing Resource Assignments
- Resource Over allocations
- Locating Resource Over allocations
- Resolving Resource Over allocations
- 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
- Grouping Tasks and Resources