



# 55189: Tame Microsoft® Project

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

## Course Description

This course teaches participants to manage a schedule but NOT manage cost within Microsoft Project. By focusing only on the SCHEDULING capabilities of Project, this course dramatically simplifies this powerful application.

## Target Audience

This course is intended for:

- Project users who need to use Microsoft Project to create schedules with clear task responsibility and to regularly update those plans with schedule progress information, but who DO NOT use the cost management or resource allocation views of Microsoft Project.

## Prerequisites

To attend this course, candidates must have:

- General computer knowledge.
- General Microsoft Office knowledge.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Initiate a Microsoft Project plan by correctly recording Project Information and configuring the Project Calendar.
- Create a project schedule that highlights task dependencies and the critical path.
- Assign task responsibility to specific people or organizations.
- Easily update task status to show whether a project is on schedule.
- Modify a project schedule in response to changes in the project, while maintaining a record of the original plan for comparison.
- Produce schedule reports for management and customers.



## Course Topics

### Module 1: Introduction to Microsoft Project

- An Overview of Project Management Best Practices
- Project Supports the Practice of Project Management
- An Introduction to the User Interface of Microsoft Project
- Introducing the Custom Ribbon to Tame Microsoft Project!

### Module 2: A Quick and Easy Overview of Managing with Project

- Create a New Project
- Enter Tasks and Task Relationships
- Define Resources
- Assign Resources and Duration to Tasks
- Baseline the Plan
- Track Project Progress with the Tame Tracker View

### Module 3: Setting Up a Project

- The Steps for Setting Up a Project
- Start a New Project File from the Tame Template
- Configure the Project Calendar
- Set the Project Properties

### Module 4: Creating a Work Breakdown Structure

- Guidelines for Creating a List of Tasks, or Work Breakdown Structure
- Entering and Organizing Tasks in Project
- Format the Work Breakdown Structure

### Module 5: Identifying Task Relationships

- Determining Task Sequence
- Three Types of Task Relationships
- Methods of Creating the Finish to Start Relationship
- View the Network Diagram

### Module 6: Defining Resources Within Project

- Adding a Resource Using the Resource Sheet

### Module 7: Making Detailed Task Estimates

- Work Package Estimates
- Duration Estimates
- Assigning Resources to Tasks
- Assigning Tasks to Resources in the Team Planner View
- Task Types

### Module 8: Creating an Initial Schedule

- Calculate the Schedule: The Theory Behind the Software
- Critical Path as a Management Tool
- Identifying Schedule Float
- Applying Schedule Constraints
- Defining Milestones





## Course Topics *Continued*

### Module 9: Manually Schedule vs. Auto schedule

- Manual Scheduling

### Module 10: Managing the Project

- The Project Baseline
- Visualize Progress with the Tracking Gantt View
- Record Schedule Progress Using Actual Start, Actual Finish, and % Complete

### Module 11: Formatting Output and Printing Reports

- Format the Timeline
- View Reports

## LABS INCLUDED

