Microsoft Project 2019 (On-Premise or Online Editions): Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. It covers the critical knowledge and skills a project manager needs to create a project plan Project during the planning phase of a project. In other words, if you are assigned to lead a project, this course will enable you to draft a project plan with Project and share it with your superior (and others) for review and approval. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.

NOTE: *This course is for anyone who has Project on the desktop, whether they purchased an "on-premise" edition or subscribed to a "cloud-based" (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix.*

Target Audience

This course is intended for:
- Persons with an understanding of project management concepts.
- Persons with general desktop computer skills.
- Persons who are responsible for creating and maintaining project plans.

Prerequisites

To attend this course, candidates must have:
- Experience using Microsoft® Windows® 10
- Completed the following courses or have extensive knowledge of:
    - *Microsoft® Office Word: Part 1* – choose from 2016, 2019, or Office 365™ edition
    - *Microsoft® Office Excel®: Part 1* – choose from 2016, 2019, or Office 365™ edition
    - *Project Management Fundamentals* (Third Edition)

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.

Course Topics

Module 1: Getting Started with Microsoft Project
- Identify Project Management Concepts
- Navigate in the Microsoft Project Desktop Environment

Module 2: Defining a Project
- Create a New Project Plan File
- Set Project Plan Options
- Assign a Project Calendar

Module 3: Adding Project Tasks
- Add Tasks to a Project Plan
- Enter Task Duration Estimates

Module 4: Managing Tasks
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Module 5: Managing Project Resources
- Add Resources to a Project
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Module 6: Finalizing a Project Plan
- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

Appendix A: Navigating in the Microsoft Project Online Environment

ACTIVITIES INCLUDED