

Project 2019 - Part 1

Overview

This course will familiarize you with the basic features and functions of Microsoft Project so that you can use it effectively and efficiently in a real-world environment. You will develop the critical knowledge and skills you need to create a project plan with Project during the planning phase. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan and share it with your supervisor (and others) for review and approval. Note : This course is for anyone who has Project on the desktop, regardless of 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.

Prerequisite Comments

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft® Windows® operating system—preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft Office applications, particularly Word and Excel®, will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.

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Target Audience

This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.

Course Objectives

In this course, you will be able to construct basic project plans using Microsoft Project.

You will:

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 Outline

1 - Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate in the Microsoft Project Desktop Environment

2 - Defining a Project

Topic A: Create a New Project Plan File

Topic B: Set Project Plan Options

Topic C: Assign a Project Calendar

3 - Adding Project Tasks

Topic A: Add Tasks to a Project Plan

Topic B: Enter Task Duration Estimates

4 - Managing Tasks

Topic A: Create a Work Breakdown Structure

Topic B: Define Task Relationships

Topic C: Schedule Tasks

5 - Managing Project Resources

Topic A: Add Resources to a Project

Topic B: Create a Resource Calendar

Topic C: Enter Costs for Resources

Topic D: Assign Resources to Tasks

Topic E: Resolve Resource Conflicts

6 - Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan