Microsoft Project Basics and Intermediate Course

This 3-day class is a hands-on introduction to Microsoft Project and is designed to provide a strong overview of using the software, focusing on some of its primary features when planning, creating project schedules and plans, and monitoring and controlling the project, and assigning resources. This is also to provide users of Microsoft Project with the understanding of more advanced functions of Microsoft Project

Course Objectives

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

- identify the basic features and components of the Microsoft Project environment.
- create a new project plan file and enter project information.
- manage tasks by organizing tasks and setting task relationships.
- manage resources for a project.
- finalize a project plan.
- reporting, creating S curves and combining with Excel data.

Target Audience

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. Participants enrolling in this training should have basic knowledge of Windows operating system.

Prerequisite

-Participants should have a general introductory-level understanding of project management concepts

-Basic end-user skills with any current Windows operating system

-Have an understanding of project management techniques and can create/manage a project.

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DAY 1

Time	Subjects
9.00 -9.30 am	**Module 1**: **Getting Started with Microsoft Project** Topic 1A: Explore the Microsoft Project 2013 Environment Topic 1B: Display an Existing Project Plan in Different Views
9.30 -10.30 am	**Module 2: Creating a Project Plan** Topic 2A: Create a Project Plan Topic 2B: Assign a Project Calendar Topic 2C: Add Tasks to a Project Plan Topic 2D: Enter the Task Duration Estimates Topic 2E: Add Resources to a Project Plan
10.30 -1.00 pm	**Module 3: Managing Tasks in a Project Plan – Part 1** Topic 3A: Outline Tasks Topic 3B: Link Dependent Tasks Topic 3C: Set Task Constraints and Deadlines Topic 3D: Add Notes to a Task Topic 3E: Add a Recurring Task
1.00 – 2.00 pm	Lunch
2.00 - 3.30 pm	**Module 4: Managing Tasks in a Project Plan – Part 2** Topic 4A: Elapsed Duration Topic 4B: Milestones Topic 4C: Summary tasks Topic 4D: Auto/Manual Task Scheduling
3.30 -5.00 pm	**Module 5: Managing Resources in a Project Plan** Topic 5A: Create a Resource Calendar Topic 5B: Assign Resources to Tasks Topic 5C: Enter Costs for Resources Topic 5D: Resource Capacity

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DAY 2

Time	Subject
9.00 —10.30 am	**Module 6: Plan Duration, Cost & Time** Topic 6A: Analyze Plan Duration Topic 6B: Analyze Plan Cost Topic 6C: Analyze Plan Work
10.30 — 1.00 pm	**Module 7: Track Progress** Topic 7A: Creating and Saving Baseline Topic 7B: Baseline on Gantt Chart Topic 7C: Updating Baseline Topic 7D: Track Plan by Date Topic 7E: Track Plan as % Complete Topic 7F: Track Plan by Actual Values
1.00 — 2.00 pm	Lunch
2.00 —4.00 pm	**Module 8: Advanced Scheduling** Topic 8A: Task Link Relationship Topic 8B: Fixed Cost Topic 8C: Recurring Task Topic 8D: Critical Path Analysis Topic 8E: Check and Resolve Resource Over Allocations Topic 8F: Check Plan's Cost
4.00 —5.00 pm	**Module 9: Reporting Project Plan Information** Topic 9A: Task Slippage Topic 9B: Task Costs Topic 9C: Resource Cost Topic 9D: Project Report

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Day 3

Time	Subjects
9.00 -10.00 am	**Module 10: Project Set-Up** Topic 10A: Setup a Project Topic 10B: Setup Project Calendar Topic 10C: Entering Tasks, Duration, Dependencies Topic 10D: Adding Resources Topic 10E: Baseline Analysis
10.00 -1.00 pm	**Module 11: Reporting** Topic 11A: Understanding Graphical Reports How Graphical Reports Work **Module 12: Visual Reporting and S Curves** Topic 12A: Generating S-Curves
1.00 -2.00 pm	Lunch
2.00pm -3.00 pm	**Module 13: Understanding Resource Sharing** Topic 13A: Creating a Common Resource Pool Topic 13B: Linking to an External Pool Topic 13C: Linking a New Project File to the Pool Topic 13D: Assigning Resources from the Pool Topic 13E: Working with Shared Resources Topic 13F: Checking for Resource Links Topic 13 G: Cost Rate Table
4.30 . 5.00 pm	**Module 14: Understanding WBS Codes** Topic 14A: Creating WBS Codes Topic 14B: Altering Tasks with Custom WBS Codes Topic 14C: Renumbering WBS Codes Topic 14D: Editing Custom WBS Codes

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