

**Course Description:**

Learn how to create projects, enter task and resource information, keep projects up to date, analyze and adjust project items, and track project progress. Learn to navigate the Project interface. Learn how to create the project plan, modify the project calendar, and set the start date. Learn about scheduling methods, how to set milestones, and link Project tasks. Learn to create a resource pool and assign resources to tasks. Students create Gantt charts, calculate critical paths, and perform resource management. Topics include: how to print reports, customize views, level resources, define critical vs. non-critical tasks, and save baseline plans.

**Module 1 – Getting Started with Microsoft Project**

- The Project Work Area
- Accessing Project's Tools
- Using the Ribbon and Quick Access Toolbar
- The File Tab (Backstage View)
- Project Views

**Module 2 – Developing the Project Plan**

- Project Planning Principles
- Defining the Project File
- Creating the Project Base Calendar
- Making Calendar Modifications
- Creating a Project Plan

**Module 3 – Identify & List the Work to be Done**

- The Task List
- Adding Notes to Tasks
- Choosing a Scheduling Method
- Creating a Task Outline
- Identifying Summary Tasks
- Creating Sub Tasks
- Expanding and Collapsing the Outline
- Setting Milestones
- Synchronizing the Task List with SharePoint
- Setting Task Durations

**Module 4 – Fine-Tuning Task Details**

- Recurring and Splitting Tasks
- Linking Tasks
- Changing the Link Type
- Using the Task Inspector
- Setting Lag and Lead Time
- Attaching Additional Task Information
- Setting Task Constraints

**Module 5 – Creating a Resource Pool**

- What is a Resource?
- Listing Work Resources
- Setting Work Resource Details
- Listing Cost Resources
- Resource Calendars
- Editing Resource Information
- Specifying Resource Cost Changes

**Module 6 – Assigning Resources to Tasks**

- Scheduling Resources
- Task Types
- Understanding Resource Units
- Specifying the Scheduling Method
- Applying a Different Cost Rate

**Module 7 – Resolving Resource Conflicts**

- Resource Allocations
- Resource Sheet View
- Resource Usage View
- Using the Team Planner View
- Resource Graphing
- Adjusting Task Assignments
- Leveling Resources

**Module 8 – Tracking Project Progress**

- Saving Baseline Plans
- Updating a Baseline
- Saving Interim Plans
- Methods for Tracking Task Progress
- Checking Project Status
- Rescheduling Work
- Checking Project Statistics
- Viewing the Critical Path

**Module 9 – Extracting Project Data**

- Sorting Tasks
- Grouping Information
- Filtering Information
- Combination Views
- The Calendar View
- Timeline View
- Reports
- Formatting & Printing the Gantt Chart