

MOC 55301 Mastering Microsoft Project 2019

Course Summary

Description

This course takes you step-by-step through the features and concepts you'll need to plan and manage projects effectively with Microsoft Project 2019. You'll integrate the discipline of project management with a deep understanding of Project 2019.

Objectives

At the end of this course, students will learn:

- How to quickly navigate Microsoft Project.
- How to use Project to develop realistic schedules.
- How to use summary tasks to get accurate, high level views of the project.
- How to "Level" resources within and among different projects and leveraging the team planner.
- How to analyze and apply resource and project calendars correctly.
- How to manually schedule vs. Auto schedule
- How to integrate information from multiple projects.
- How to correctly track the progress of effort, cost and schedule.
- How to get the most out the new ribbon and the new timeline.

Topics

- Introduction
- A quick and Easy Overview of Managing with Project
- Setting up a Project
- Manually Schedule vs. Auto Schedule
- Creating a Work Breakdown Structure
- Identifying Task Relationships
- Defining Resources within Project
- Making Work Package Estimates
- Creating an Initial Schedule
- Create a Resource Leveled Schedule
- Managing the Project
- Formatting Output and Printing Reports
- Managing Multiple Projects
- Advanced Topics
- Course Summary

Prerequisites

There are no prerequisites for this course.

Duration

Three days

MOC 55301 Mastering Microsoft Project 2019

Course Outline

I. Introduction

Describe how Project relates to the discipline of project management. Learn the significant new features for Project 2019. Learn how to navigate to the primary view available using the Ribbon. Choose views that display task, resource, or assignment information and much more.

II. A quick and Easy Overview of Managing with Project

Experience the steps required to create and use Project through the life cycle of a project by creating a new project, prepare it for data entry, enter project tasks, sequence the tasks, define resources, estimate task durations, assign resources, baseline a project and track project progress

III. Setting up a Project

Create a new project and establish the basic constraints that Project will use for its calculations.

IV. Manually Schedule vs. Auto Schedule

Learn which Project functions are turned off for tasks using Manually schedule mode, change the task mode from manually schedule to auto schedule, how to identify tasks that are in Manually Schedule mode by the task mode icon and shape on the Gantt chart and recommendations for the best use of this new feature.

V. Creating a Work Breakdown Structure

Create a useful work breakdown structure and enter it into Project. Use summary and subordinate tasks, understand milestones, develop WBS outlines and assign completion criteria.

VI. Identifying Task Relationships

Understand the rules for establishing dependency links between tasks and be able to use Project to establish and display these dependencies.

VII. Defining Resources within Project

Enter resources and resource related information into Project including defining individual resources that will be used on the project and record the costs of using each type of resource.

VIII. Making Work Package Estimates

Make estimates for tasks including assigning duration and choosing which tasks are effort driven, understanding task types, and how to use the Team Planner view.

IX. Creating an Initial Schedule

Use critical path analysis to create a schedule, assign scheduling constraints, and know how to “crash” a schedule.

X. Create a Resource Leveled Schedule

Adjust a project schedule to account for limited people & other resources, view the overall cost & schedule of a project, and identify over-allocated project resources, use multiple ways to adjust tasks and assignment to remove over-allocation.

XI. Managing the Project

Set a baseline, enter & manage project performance data, pick a tracking method, and perform variance analysis.

XII. Formatting Output and Printing Reports

Print a variety of standard and custom reports and be able to format the new timeline, use the Gantt chart style features, customize the detailed reports, and leverage the visual reports in this tool.

XIII. Managing Multiple Projects

Use common resources among multiple projects, link tasks between projects, and create a consolidated view of multiple projects.

XIV. Advanced Topics

Create custom fields, customize WBS prefix, leverage the power of grouping & filtering, and understand how to apply deadlines.

XV. Course Summary