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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 2 Days

Microsoft Project 2019: Digging Deeper (MS-55289)

About this Course:

This Intermediate Microsoft Project 2019: Digging Deeper class takes an in-depth approach to key features of Project 2019 or Project 365 including task entry and linking, resource and resource management, and examining and updating projects. You will learn to efficiently manage projects, create master projects and sub-

projects, create and customize visual reports, work with resource pools, and analyze project costs.

Course Objectives:

After completing this course, students will be able to:

- Work with the advanced formatting features of the Gantt chart and network diagrams.
- Create master projects and subprojects in Project 2019.
- Create customized project reports.
- Work with resource pools.
- Analyze project costs.

Audience:

- This course is intended for students who have basic Microsoft Project skills including high comfort level navigating the program.

Prerequisites:

- Basic Microsoft Project skills including high comfort level navigating the program.

Course Outline:

Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List

This module explains how to start a project.

Lessons

- Starting a Project

After completing this module, students will be able to:

- Set project options.
- Create a project from an existing project.
- Create a project from an Excel spreadsheet
- Create a project from a SharePoint list.

Module 2: Advanced Methods for Managing Tasks and Resources

This module explains how to use Advanced Methods to manage tasks and resources.

Lessons

- Manage Tasks and Resources
- Understanding Elapsed versus Actual Time Settings
- Setting Task Constraints
- Splitting and Delaying Tasks
- Using the Task Inspector
- Analyzing Critcal Tasks and the Critical Path
- Using Lag Time and Lead Time
- Analyzing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availability and Pay Rates

Lab : Excercises

- Change the Task Dependency
- Creating a Task Constraint
- To Split a Task: using the Gantt Chart View
- Delaying a Task: Using a Gantt Chart View
- Viewing the Task Inspector
- Set Lag and Lead Time
- Adding a Note through the Assignment Information Dialog Box
- Displaying a Team Planner and Apply Formatting
- Sharing a Resource Pool
- Changing a Pay Rate

After completing this module, students will be able to:

- Work with task dependencies.
- Understand elapsed versus actual time settings.
- Set task constraints.
- Split and delay tasks.
- Use the task Inspector.
- Analyze critical tasks and the critical path.
- Use lag time and lead time.
- Analyze task assignments.
- Use the team planner.
- Use a resource pool and share resources.
- Manage resource availability and pay rates.

Module 3: Managing the Project with Advanced Techniques

This module explains how to review and and fix any issues in projects.

Lessons

- Using Leveling to Solve Resource Overallocations
- Amending Tasks
- Understanding Baseline and Interim Plans

- Analyzing Project Costs and Creating Budgets

Lab : Exercises

- Using Leveling to Solve Resource Overallocations: Using the Gantt
- Amending Tasks
- Setting Additional Baselines
- Creating Budgets

After completing this module, students will be able to:

- Use leveling to solve resource overallocation.
- Amend tasks.
- Understand baseline and interim plans.
- Analyze project costs and create budgets.

Module 4: Formatting and Customizing Views

This module explains how to format and customize views in Microsoft Project.

Lessons

- Customize the Gantt Chart
- Creating a Custom View
- Applying Filters
- Using Work Breakdown Structure (WBS) Codes

Lab : Exercises

- Customizing the Gantt Chart Using Gantt Chart View
- Creating a Custom View
- Applying Filters

After completing this module, students will be able to:

- Customize the Gantt Chart.
- Create a Custom View.
- Apply Filters.
- Use Work Breakdown Structure (WBS) Codes.

Module 5: Reporting

This module explains how to work with reports in Microsoft Project.

Lessons

- Creating Visual Reports
- Editing Reports

Lab : Exercises

- Creating a Visual Report
- Editing a Report

After completing this module, students will be able to:

- Create visual reports.
- Edit reports.

Module 6: Working with Templates

This module explains how to work with templates in Microsoft Project.

Lessons

- Using Subproject within a Project.
- Using the Organizer to Maintain Templates.

Lab : Exercises

- Using Subproject within a Project
- Using the Organizer

After completing this module, students will be able to:

- Use subproject within a project.
- Use the Organizer to maintain templates.