

# Microsoft Project 2021

## Duration: 24 Hours (3 Days)

### Course Overview

The Microsoft Project 2021 course is designed to equip learners with the skills to effectively use the Microsoft Project software for project management tasks. It covers a wide range of topics, from the basics of navigating the interface and starting a new plan, to more advanced techniques such as Tracking progress, fine-tuning task details, and Consolidating projects. Each module provides practice files and tasks to solidify the concepts taught. This course is beneficial for project managers and team members who aim to streamline project planning, Resource allocation, and Progress tracking using Microsoft Project 2021. The latest features of the 2021 version are highlighted, ensuring learners are up to date with the software's capabilities, making them proficient in Managing projects of various scales and complexities.

### Audience Profile

Koenig Solutions' Microsoft Project 2021 course is designed for individuals seeking comprehensive project management software skills, including:

- Project Managers and Coordinators
- Team Leads and Supervisors
- Business Analysts
- PMO Specialists
- Project Schedulers and Planners
- Project Consultants
- Construction Managers
- IT Project Managers
- Program Managers
- Resource Managers
- Product Managers
- Engineers and Architects managing projects
- Professionals involved in project procurement or contract management
- Individuals seeking to learn advanced project management tools for career growth
- Professionals aiming to transition into project management roles
- Project team members who need to understand Microsoft Project for collaboration
- Quality Assurance Specialists involved in project tracking

### Course Syllabus

#### Part 1: Get Started with Microsoft Project

##### 1. Project, Project Management, and You

- Practice files
- Meet the Project program
- Meet the Project family
- Review features in earlier versions
- Take a project manager's perspective
- Let's get started!

## 2. Take a Guided Tour

- Practice files
- Explore the Project user interface
- Manage files and set options in the Backstage view
- Work with schedule details in views
- Use reports to check a plan's status
- Skills review
- Practice tasks

## Part 2: Simple Scheduling Basics

### 3. Start a New Plan

- Practice files
- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Enter the plan title and other properties
- Skills review
- Practice tasks

### 4. Build a Task List

- Practice files
- Create tasks
- Switch task scheduling from manual to automatic
- Enter task durations and estimates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Check a plan's duration and finish date
- Document task information
- Skills review
- Practice tasks

### 5. Set Up Resources

- Practice files
- Set up work resources
- Enter the maximum capacity for work resources
- Enter work resource pay rates
- Adjust working time in a resource calendar
- Set up cost resources
- Document resources using notes
- Skills review
- Practice tasks

### 6. Assign Resources to Tasks

- Practice files
- Assign work resources to tasks

- Control work when adding or removing resource assignments
- Assign cost resources to tasks
- Check the plan after assigning resources
- Skills review
- Practice tasks

## 7. Format and Share Your Plan

- Practice files
- Customize a Gantt chart view
- Add tasks to a Timeline view
- Customize reports
- Copy views and reports
- Print views and reports
- Skills review
- Practice tasks

## 8. Track Progress: Basic Techniques

- Practice files
- Understand progress tracking
- Save a baseline of your plan
- Track a plan as scheduled
- Enter a task's completion percentage
- Enter actual values for tasks
- Skills review
- Practice tasks

## Part 3: Advanced Scheduling Techniques

### 9. Fine-tune Task Scheduling

- Practice files
- See task relationships using Task Path
- Adjust task link relationships
- Control task scheduling using constraints
- Interrupt work on a task
- Adjust working time for individual tasks
- Control task scheduling using task types
- See task schedule details using the Task Inspector
- Skills review
- Practice tasks

### 10. Fine-tune Task Details

- Practice files
- Enter deadline dates
- Enter fixed costs
- Create a recurring task
- View the plan's critical path

- Schedule summary tasks manually
- Skills review
- Practice tasks

## 11. Fine-tune Resource and Assignment Details

- Practice files
- Change resource availability over multiple date ranges
- Work with multiple resource pay rates
- Change resource pay rates over different date ranges
- Delay the start of assignments
- Apply contours to assignments
- Create and assign material resources
- View resource capacity
- Adjust assignments in the Team Planner view (Project Professional only)
- Skills review
- Practice tasks

## 12. Fine-tune the Project Plan

- Practice files
- Examine resource allocations over time
- Resolve resource overallocations manually
- Level overallocated resources
- Check the plan's cost and finish date
- Inactivate tasks (Project Professional only)
- Skills review
- Practice tasks

## 13. Organize Plan Details

- Practice files
- Sort plan details
- Group plan details
- Filter plan details
- Create new tables
- Create new views
- Skills review
- Practice tasks

## 14. Track Progress: Detailed Techniques

- Practice files
- Update a baseline
- Track actual and remaining work for tasks and assignments
- Track time phased actual work for tasks and assignments
- Reschedule incomplete work
- Skills review
- Practice tasks

## 15. View and Report Project Status

- Practice files
- Examine a plan's variance
- Identify tasks that have slipped
- Examine task costs
- Examine resource costs
- Skills review
- Practice tasks

## **Part 4: In-depth and Special Topics**

### **16. Format and Print Views: In-depth Techniques**

- Practice files
- Format a Gantt chart view
- Format a Timeline view
- Format a Network Diagram view
- Format a Calendar view
- Print and export views
- Skills review
- Practice tasks

### **17. Format Reports: In-depth Techniques**

- Practice files
- Create a custom report
- Customize charts in a report
- Customize tables in a report
- Skills review
- Practice tasks

### **18. Customize Project**

- Practice files
- Share custom elements between plans
- Record and run macros
- Edit macros
- Customize the ribbon and Quick Access Toolbar
- Skills review
- Practice tasks

### **19. Share Information with Other Programs**

- Practice files
- Copy Project data to and from other programs
- Open files in other formats in Project
- Save to other file formats from Project
- Generate reports with Excel and Visio
- Skills review
- Practice tasks

### **20. Consolidate Projects and Resources**

- Practice files
- Share a resource pool across multiple plans
- Consolidate plans
- Create dependencies between plans
- Skills review
- Practice tasks