

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Project 2019

Learn to build, track and fine-tune project schedules in Microsoft Project, from task lists and resources to reporting and consolidation.

20

MODULES

97

TOPICS

COURSE OVERVIEW

This course begins with the Microsoft Project interface, views and reports before moving into simple scheduling basics such as starting a new plan, building task lists, setting up resources and assigning them to tasks. It then covers formatting and sharing plans and tracking progress, followed by advanced scheduling techniques including fine-tuning tasks, resources, assignments and the overall plan, organising plan details and reporting project status. It concludes with in-depth topics such as formatting views and reports, customising Project with macros and the ribbon, exchanging data with other programs, and consolidating projects and resource pools.

WHO THIS COURSE IS FOR

Project Managers

Project Schedulers

Project Coordinators

Resource Managers

Team Planners

LEARNING OBJECTIVES

- Explain the Project interface, views and reporting features
- Create a new plan, task list and project calendar
- Set up work, cost and material resources
- Assign resources to tasks and check resulting workloads
- Track progress using baselines and actual values
- Apply constraints, task types and deadlines to fine-tune schedules
- Organise plan details using sorting, grouping and filtering
- Consolidate plans and share resource pools across projects

20 Modules, 97 Topics

PART 1 Get Started with Microsoft Project

01

Project, Project Management, and You

TOPICS

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

02

Take a Guided Tour

TOPICS

- 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

PART 2 Simple Scheduling Basics

03

Start a New Plan

TOPICS

Create a new plan and set its start date · Set nonworking days in the project calendar · Enter the plan title and other properties

04

Build a Task List

TOPICS

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

05

Set up Resources

TOPICS

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 by using notes

06

Assign Resources to Tasks

TOPICS

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

07

Format and Share Your Plan

TOPICS

Customize a Gantt chart view · Add tasks to a Timeline view · Customize reports · Copy views and reports · Print views and reports

08

Track Progress: Basic Techniques

TOPICS

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

PART 3 Advanced Scheduling Techniques

09

Fine-tune Task Scheduling

TOPICS

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

10

Fine-tune Task Details

TOPICS

Enter deadline dates · Enter fixed costs · Create a recurring task · View the plan's critical path · Schedule summary tasks manually

11

Fine-tune Resource and Assignment Details

TOPICS

- 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)

12

Fine-tune the Project Plan

TOPICS

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)

13

Organize Plan Details

TOPICS

Sort plan details · Group plan details · Filter plan details · Create new tables · Create new views

14

Track Progress: Detailed Techniques

TOPICS

- Update a baseline
- Track actual and remaining work for tasks and assignments
- Track timephased actual work for tasks and assignments
- Reschedule incomplete work

15

View and Report Project Status

TOPICS

Examine a plan's variance · Identify tasks that have slipped · Examine task costs · Examine resource costs

PART 4

In-depth and Special Subjects

16

Format and Print Views: In-depth Techniques

TOPICS

Format a Gantt chart view · Format a Timeline view · Format a Network Diagram view · Format a Calendar view · Print and export views

17

Format Reports: In-depth Techniques

TOPICS

Create a custom report · Customize charts in a report · Customize tables in a report

18

Customize Project

TOPICS

Share custom elements between plans · Record and run macros · Edit macros · Customize the ribbon and Quick Access Toolbar

19

Share Information with Other Programs

TOPICS

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

20

Consolidate Projects and Resources

TOPICS

Share a resource pool across multiple plans · Consolidate plans · Create dependencies between plans

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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Flexi (Self-Paced)

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