KOENIG SOLUTIONS · COURSE OUTLINE

55289-A: Microsoft Project 2019: Digging Deeper

Learn to manage advanced tasks, resources, costs, views, reports and templates in Microsoft Project 2019.

6	24	21
MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers starting a project from an existing project, an Excel workbook, or a SharePoint task list. It then addresses advanced methods for managing tasks and resources, including constraints, the critical path, the Team Planner, and resource pools, followed by techniques for levelling, amending tasks, baselines, and budgets. Later modules cover formatting and customizing views with the Gantt Chart and WBS codes, creating and editing visual reports, and working with subprojects and the Organizer to maintain templates.

WHO THIS COURSE IS FOR

- **Project Managers**
- **Project Schedulers**
- **Project Coordinators**
- **Program Managers**
- **Resource Managers**

LEARNING OBJECTIVES

- Start a project from an existing file, workbook, or task list
- Apply task constraints, splitting, delaying, and lag or lead time
- Analyse critical tasks, the critical path, and task assignments
- Manage resource pools, availability, and pay rates via Team Planner
- Resolve resource overallocations using levelling and amend tasks
- Interpret baseline and interim plans and create budgets
- Customize the Gantt Chart, views, filters, and WBS codes
- Create and edit visual reports and maintain templates with subprojects

COURSE SYLLABUS

6 Modules, 24 Topics

01

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

02

10 Activities

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 Critical 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

03

4 Activities

Managing the Project with Advanced Techniques

This module explains how to review 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

04

3 Activities

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

05

2 Activities

Reporting

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

LESSONS

Creating Visual Reports · Editing Reports

06

2 Activities

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

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
02	**Advanced Methods for Managing Tasks and Resources**	■ 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
03	**Managing the Project with Advanced Techniques**	■ **Using Leveling to Solve Resource Overallocations:** Using the Gantt ■ Amending Tasks ■ Setting Additional Baselines ■ Creating Budgets
04	**Formatting and Customizing Views**	■ Customizing the Gantt Chart Using Gantt Chart View ■ Creating a Custom View ■ Applying Filters
05	**Reporting**	■ Creating a Visual Report ■ Editing a Report
06	**Working with Templates**	■ Using Subproject within a Project ■ Using the Organizer

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.

FLEXIBLE DELIVERY

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