

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Project (Covering Project Online Desktop Client)

Learn to build, manage and report on project plans in Microsoft Project, from task lists to Agile scheduling.

COURSE OVERVIEW

This course covers the fundamentals of project management within Microsoft Project, starting with a guided tour of the interface and progressing to building task lists, setting up resources and assigning them to tasks. It then addresses formatting, sharing and tracking plan progress, before moving into advanced scheduling techniques such as fine-tuning tasks, resources and assignments, organising plan details and reporting on status. Later modules cover in-depth formatting and printing of views and reports, customising Project, sharing information with other programs, consolidating projects and resources, and applying Agile project management within Project.

WHO THIS COURSE IS FOR

Project Managers

Project Coordinators

Program Managers

Team Leads

Schedulers

Resource Managers

21 Modules

PART 1 Get Started with Microsoft Project

01

Project, Project Management, and You

02

Take a Guided Tour

PART 2 Simple Scheduling Basics

03

Start a New Plan

04

Build a Task List

05

Set up Resources

06

Assign Resources to Tasks

07

Format and Share Your Plan

08

Track Progress: Basic Techniques

09

Fine-tune Task Scheduling

10

Fine-tune Task Details

11

Fine-tune Resource and Assignment Details

12

Fine-tune the Project Plan

13

Organize Plan Details

14

Track Progress: Detailed Techniques

15

View and Report Project Status

16

Format and Print Views: In-depth Techniques

17

Format Reports: In-depth Techniques

18

Customize Project

19

Share Information with Other Programs

20

Consolidate Projects and Resources

21

Use Agile Project Management with Project

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

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com