

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Project 2021

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

3 Days

24 HOURS

20

MODULES

155

TOPICS

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.

WHO THIS COURSE IS FOR

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

What You Will Learn

- Navigate the Project interface and interpret schedule views
- Create a new plan and set the project calendar
- Build task lists with durations, milestones and dependencies
- Set up work, cost and material resources
- Assign resources to tasks and check plan impact
- Track progress using baselines and actual values
- Fine-tune task, resource and assignment details
- Consolidate plans and share data with other programs

COURSE SYLLABUS

20 Modules, 155 Topics

PART 1 Get Started with Microsoft Project

01

Project, Project Management, and You

TOPICS

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!

02

Take a Guided Tour

TOPICS

- 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

03

Start a New Plan

TOPICS

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

04

Build a Task List

TOPICS

- 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

05

Set Up Resources

TOPICS

- 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

06

Assign Resources to Tasks

TOPICS

- 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

07

Format and Share Your Plan

TOPICS

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

08

Track Progress: Basic Techniques

TOPICS

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

09

Fine-tune Task Scheduling

TOPICS

- 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

TOPICS

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

TOPICS

- 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

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Fine-tune the Project Plan

TOPICS

- 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

TOPICS

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

TOPICS

- 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

TOPICS

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

TOPICS

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

TOPICS

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

18

Customize Project

TOPICS

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

TOPICS

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

TOPICS

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

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

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.

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.

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✉ info@koenig-solutions.com