

Microsoft Project 2019

Length	: 2 days
Audience(s)	: Project Managers, stakeholders and users participating in projects
Level	: Supervisors / Managers
Technology	: MS operating system and MS Office 2019
Delivery Method	: Instructor-led (Classroom) / Virtual Online Class

Course Overview

This course prepares new or existing participants to perform project planning functions with Microsoft Project application.

Audience Profile

Users who will be creating, updating, managing and tracking projects, tasks, resources and updating stakeholders with Microsoft Project.

At Course Completion

On completion of this unit, the learner will have the knowledge of the concepts of project planning and skills in using a project management application. The skills include creating and managing project tasks, monitoring project progress, and printing the outputs of project.

Pre-Requisites

Before attending this course, students must be familiar with:

- Familiar with Windows Operating system and Microsoft Office 2016
- Users already with basic proficiency in project management

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Course Outline

Part 1: Get started with Microsoft project

Chapter 1 Project, project management, and you

Meet the Project program

Meet the Project family

See the new features in Project 2019

New features in earlier versions

Take a project manager's perspective

Let's get started!

Chapter 2 Take a guided tour

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

- 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

Chapter 3 Start a new plan

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

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

Chapter 4 Build a task list

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

- Create tasks
- Switch task scheduling from manual to automatic
- Enter task durations and estimates
- Enter milestone tasks
- Create summary tasks to outline the plan

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Link tasks to create dependencies
- Check a plan's duration and finish date
- Document task information

Chapter 5 Set up resources

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

Skills review

- 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

Chapter 6 Assign resources to tasks

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

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

Chapter 7 Format and share your plan

Customize a Gantt chart view

Add tasks to a Timeline view

Customize reports

Copy views and reports

Print views and reports

Skills review

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

Chapter 8 Track progress: Basic techniques

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

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- 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**Chapter 9 Fine-tune task scheduling**

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

Skills review

- 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

Chapter 10 Fine-tune task details

Enter deadline dates

Enter fixed costs

Create a recurring task

View the plan's critical path

Schedule summary tasks manually

Skills review

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

Chapter 11 Fine-tune resource and assignment details

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

- 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

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Apply contours to assignments
- Create and assign material resources
- View resource capacity
- Adjust assignments in the Team Planner view (Project Professional only)

Chapter 12 Fine-tune the Project plan

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

- 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)

Chapter 13 Organize plan details

Sort plan details

Group plan details

Filter plan details

Create new tables

Create new views

Skills review

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

Chapter 14 Track progress: Detailed techniques

Update a baseline

Track actual and remaining work for tasks and assignments

Track timephased actual work for tasks and assignments

Reschedule incomplete work

Skills review

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

Chapter 15 View and report project status

Examine a plan's variance

Identify tasks that have slipped

Examine task costs

Examine resource costs

Skills review

- Examine a plan's variance
- Identify tasks that have slipped

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Examine task costs
- Examine resource costs

Part 4: In-depth and special subjects

Chapter 16 Format and print views: In-depth techniques

Format a Gantt chart view

Format a Timeline view

Format a Network Diagram view

Format a Calendar view

Print and export views

Skills review

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

Chapter 17 Format reports: In-depth techniques

Create a custom report

Customize charts in a report

Customize tables in a report

Skills review

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

Chapter 18 Customize project

Share custom elements between plans

Record and run macros

Edit macros

Customize the ribbon and Quick Access Toolbar

Skills review

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

Chapter 19 Share information with other programs

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

- 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

Chapter 20 Consolidate projects and resources

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Share a resource pool across multiple plans

Consolidate plans

Create dependencies between plans

Skills review

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

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888|Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com