Course Length --- 2 Days
Course Format --Instructor-Led

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Microsoft® Project 2019 Introduction

Course Description

Course Overview: Welcome to *Microsoft® Project 2019: Introduction*. This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2019 so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2019 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2019 and share it with your supervisor (and others) for review and approval.

On Day 1, you learn the basic features of Microsoft Project 2019 during the planning phase of a project. Day 2 covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2019 during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Target Student: This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2019 necessary to create and save project plans.

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills.

You should also have basic knowledge and skills for using any current Windows® operating system.

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2019. You can take any of the Office 2019 course offerings from CompuTrain to attain the requisite knowledge and skills.

Course Objectives

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2019.

You will:
- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.
- Update a project plan.
- Generate project views to manage a project.
- Create project reports to share a project's status.
- Reuse project plan information.
- Work with multiple projects.

Course Content (continued on next page)

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Course Content (continued from previous page)

Day 1

Lesson 1: Getting Started with Microsoft Project
- Identify Project Management Concepts
- Navigate in the Microsoft Project Desktop Environment

Lesson 2: Defining a Project
- Create a New Project Plan File
- Set Project Plan Options
- Assign a Project Calendar

Lesson 3: Adding Project Tasks
- Add Tasks to a Project Plan
- Enter Task Duration Estimates

Lesson 4: Managing Tasks
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Lesson 5: Managing Project Resources
- Add Resources to a Project
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Lesson 6: Finalizing a Project Plan
- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

Appendix A: Navigating in the Microsoft Project Online Environment

Day 2

Lesson 1: Updating a Project Plan
- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Update Cost Rate Tables
- Update a Baseline

Lesson 2: Viewing Project Progress
- Use View Commands
- Add a Custom Field
- Create Custom Views
- Format and Share the Timeline View

Lesson 3: Reporting on Project Progress
- View Built-in Reports
- Create Custom Reports
- Create a Visual Report

Lesson 4: Reusing Project Plan Information
- Create a Project Plan Template
- Share Project Plan Elements with Other Plans

Lesson 5: Working with Multiple Projects
- Share Resources
- Link Project Plans

Appendix A: Exploring Project Management in the Cloud