

Module Title : Microsoft Project 2019

Duration : 3 days

Outline

Part 1: Get started with Microsoft project

Chapter 1 Project, project management, and you

- Practice files
- Meet the Project program
- Meet the Project family
- See the new features in Project 2019
- New features in earlier versions
 - New in Project 2016
 - New in Project 2013
 - New in Project 2010
- Take a project manager's perspective
- Let's get started!

Chapter 2 Take a guided tour

- 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
 - 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

- 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
 - 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

- 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
 - 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

Chapter 5 Set up resources

- 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 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

- 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
 - 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

- 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
 - 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

- 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
 - 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

- Practice files
- 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

- Practice files
- 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

- 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
 - 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)

Chapter 12 Fine-tune the Project plan

- 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
 - 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

- Practice files
- 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

- Practice files
- 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

- Practice files
- 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
 - Examine task costs
 - Examine resource costs

Part 4: In-depth and special subjects

Chapter 16 Format and print views: In-depth techniques

- 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
 - 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

- Practice files
- 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

- Practice files
- 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

- 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
 - 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

- Practice files
- 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

Chapter 21 Use Agile project management with Project

- Practice files
- Navigate the Agile project management template
- Reset the Agile project management template
- Create the product backlog
- Create the Agile team
- Plan a sprint
- Record progress from daily scrum meetings

- Generate reports for sprint reviews
- Sources for more information
- Skills review
 - Navigate the Agile project management template
 - Reset the Agile project management template
 - Create the product backlog
 - Create the Agile team
 - Plan a sprint
 - Record progress from daily scrum meetings
 - Generate reports for sprint reviews

Part 5: Appendixes

Appendix A A short course in project management

- Understand what Defines a Project
- The project triangle: View projects in terms of time, cost, and scope
 - Time
 - Cost
 - Scope
- Time, cost, and scope: Manage project constraints
 - You have less time
 - You have fewer resources
 - You have more work
- Manage your projects with Project

Appendix B Develop your project management skills

- Join a Project learning community
- Join a project-management learning community

Appendix C Collaborate: Project, SharePoint, and PWA

- Set the Project desktop client to Computer mode
 - Sources for more information
- Share your plan by using SharePoint
 - Sources for more information
- Team collaboration with Project Web App
 - Sources for more information
- Project portfolio management

- Sources for more information