Training: Microsoft
MS-55289 Microsoft Project 2019: Digging Deeper

Microsoft Partner

TRAINING GOALS:

This Intermediate Microsoft Project 2019: Digging Deeper class takes an in-depth approach to key features of Project 2019 or Project 365 including task entry and linking, resource and resource management, and examining and updating projects. You will learn to efficiently manage projects, create master projects and sub-projects, create and customize visual reports, work with resource pools, and analyze project costs.

At Course Completion

- Work with the advanced formatting features of the Gantt chart and network diagrams.
- Create master projects and subprojects in Project 2019.
- Create customized project reports.
- Work with resource pools.
- Analyze project costs.

Audience profile:

This course is intended for students who have basic Microsoft Project skills including high comfort level navigating the program.

CONSPECT:

- Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List
  - Starting a Project
- Module 2: Advanced Methods for Managing Tasks and Resources
  - Manage Tasks and Resources
  - Understanding Elapsed versus Actual Time Settings
  - Setting Task Constraints
  - Splitting and Delaying Tasks
  - Using the Task Inspector
  - Analyzing Critical Tasks and the Critical Path
  - Using Lag Time and Lead Time

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- Analyzing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availbility and Pay Rates
- Lab: Exercises

- Module 3: Managing the Project with Advanced Techniques
  - Using Leveling to Solve Resource Overallocations
  - Amending Tasks
  - Understanding Baseline and Interim Plans
  - Analyzing Project Costs and Creating Budgets
  - Lab: Exercises
- Module 4: Formating and Customizing Views
  - Customize the Gantt Chart
  - Creating a Custom View
  - Applying Filters
  - Using Work Breakdown Structure (WBS) Codes
  - Lab: Exercises
- Module 5: Reporting
  - Creating Visual Reports
  - Editing Reports
  - Lab: Exercises
- Module 6: Working with Templates
  - Using Subproject within a Project.
  - Using the Organizer to Maintain Templates
  - Lab: Exercises

REQUIREMENTS:

No previous experience of Office 365 is required

Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

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TRAINER:

Microsoft Certified Trainer

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