Training: Microsoft
MS-55301 Mastering Microsoft Project 2019

Microsoft Partner

TRAINING GOALS:

This three-day instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

At Course Completion

- Understand the discipline of project management as it applies to using Microsoft Project 2019.
- Create a Work Breakdown Structure.
- Identify Task Types & Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Create Projects from templates, Excel files.
- Create Global templates.
- Create formulas and graphical indicators.
- The steps to record a macro.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set up a Project with a Calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.
- Be able to create a master project list with shared resources.

Audience profile:

This course is intended for novice and experienced project managers, managers, schedulers, and other project stake holders who need to incorporate the discipline of project management with Microsoft Project 2019.

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CONSPECT:

- Module 1: Introduction to Microsoft Project
  - Lab: Introduction to Mastering Microsoft Project
- Module 2: A Quick and Easy Overview of Managing with Project
  - Create a new project and prepare it for data entry.
  - Enter project tasks.
  - Sequence the tasks.
  - Define resources.
  - Estimate Task duration and assign resources.
  - Baseline the project.
  - Track project progress.
  - Lab: Creating a Basic Project with a template
  - Lab: Creating a Basic Project
- Module 3: Setting Up a Project
  - Use multiple methods to create a new project from an Excel file and a SharePoint Tasks list.
  - Establish one or more calendars to constrain resource availability.
  - Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.
  - Lab: Setting Up a Project
- Module 4: Manually Schedule vs. Auto Schedule
  - Students practice switching tasks between Manually Schedule and Auto Schedule modes. By switching modes, students learn the impact made on the project schedule and the individual tasks.
  - Lab: Explore Task Modes
- Module 5: Creating a Work Breakdown Structure
  - Build and use summary and subordinate tasks.
  - Understand and use milestones.
  - Develop WBS Outlines.
  - Assign completion criteria.
  - Evaluate the WBS.
  - Understand and use WBS templates.
  - Lab: Manipulate a WBS
  - Lab: Supporting the Project Plan
- Module 6: Identifying Task Relationships
  - Understand the different types of task relationships.

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- Understand and use various methods to create relationships.
- Determine and display task sequence.
- Understand and use lag, lead, and delay.
- Understand the new feature of Task Paths.
- Lab: Display the sequence

- Module 7: Defining Resources within Project
  - Define resource types.
  - Define individual resources that will be used on the project.
  - Record the cost (s) of using each type of resource.
  - Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.
  - Lab: Resource Calendar and Availability
- Module 8: Making Work Package Estimates
  - Enter estimates for duration and costs for each task.
  - Distinguish between task types and describe when each is appropriate.
  - Describe the relationship between work, units, and duration.
  - Describe the way Effort Driven scheduling is affected by work, units, and duration.
  - Assign tasks to resources using the Team Planner view.
  - Lab: Work, Duration and Labor
- Module 9: Creating an Initial Schedule
  - Calculate float and identify a project’s critical path.
  - Understand and identify task constraints.
  - Create milestones.
  - Use the Task Inspector to troubleshoot the initial schedule.
  - Lab: Calculating an Initial schedule
- Module 10: Create a Resource Leveled Schedule
  - Adjust a project schedule to account for limited people and other resources.
  - View the overall cost and schedule of a project.
  - Identify resources that have been overallocated for a project schedule.
  - Use multiple ways to adjust tasks and assignments to remove over allocation for any resource.
  - Lab: Resource Leveling
- Module 11: Managing the Project
  - Learn how to set a baseline.
  - Lean how to enter and track project performance data.
  - Learn how to apply different tracking methods.
  - Learn how to perform a variance analysis on a project.

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- Learn how to Reschedule Work
- Learn how to inactivate tasks
- Learn how to synch projects to SharePoint
- Lab: The Baseline
- Lab: Baselining & Tracking Performance
- Lab: Variance

- Module 12: Formatting Output and Printing Reports
  - Print
  - Views
  - Formats
  - Sorting
  - Filtering
  - Grouping
  - Custom Fields
  - Reporting
  - Other File Formats
  - Lab: Use the Grouping Feature
  - Lab: Create Visual Reports in Project 2019
- Module 13: Managing Multiple Projects
  - Learn how to use common resources among multiple projects.
  - Learn how to link tasks between multiple projects.
  - Learn how to create a consolidated view of multiple projects.
  - Lab: Identifying Overallocated Resources from a Resource Pool and Consolidated File
- Module 14: Advanced Topics
  - Learn how to customize the Ribbon and the Quick Access Toolbar.
  - Learn how to customize WBS numbering.
  - Learn the concepts of Formulas and Graphical indicators.
  - Learn the purpose of the Global template and Organizer.
  - Learn how to record a Macro.
  - Lab: Recording a Macro in Microsoft Project

REQUIREMENTS:

There are no prerequisites for this course. However, it is helpful to have taken an introductory project management course, such as Versatile’s Principles of Project Management.

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Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer

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