

# *Microsoft Project Essentials*

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- Class Overview:** This class has been designed to teach you how to use Microsoft Project throughout a project's life cycle. Planning with this tool is the focal point with executing and controlling also covered.
- Class Duration:** This class will last 2 days.
- Selected Audience:** This class has been designed for people who want to learn how to implement proper project management and scheduling techniques while using Microsoft Project as their project management tool.
- Prerequisite Skills:** This class assumes that you have used other Microsoft products but have not worked with Microsoft Project extensively.
- Objectives:** The following topics will be covered in class.

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|----------------------|---|--|
| Introduction         | } | <ul style="list-style-type: none"> <li>• become comfortable with Microsoft Project terminology</li> <li>• create a project and define the working days calendar</li> <li>• create and use a project template</li> </ul>  |
| Task Planning        | } | <ul style="list-style-type: none"> <li>• create a new project</li> <li>• create, edit and delete project tasks</li> <li>• define phases, deliverables and tasks</li> <li>• establish milestones</li> </ul>   |
| Sequencing           | } | <ul style="list-style-type: none"> <li>• create, edit and delete relationships between tasks</li> </ul>  |
| Scheduling           | } | <ul style="list-style-type: none"> <li>• establish task constraints</li> <li>• set deadlines</li> </ul>  |
| Resource Assignments | } | <ul style="list-style-type: none"> <li>• explore resource terminology</li> <li>• create resources and define resource details</li> <li>• learn the proper task type and effort driven settings for specific tasks</li> <li>• assign resources to tasks</li> <li>• modify resource assignments</li> </ul> |

# *Microsoft Project Essentials cont'd*

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| Resource Management     | { | <ul style="list-style-type: none"><li>• learn when and how to use views beyond the Gantt Chart</li><li>• examine how to identify and resolve resource overallocation</li></ul>  |
| Printing and Analyzing  | { | <ul style="list-style-type: none"><li>• examine printing options of the Gantt Chart</li><li>• filter task information to analyze project details such as critical path, resource assignments and milestones</li></ul> |
| Reports                 | { | <ul style="list-style-type: none"><li>• explore the predefined reports available and how they can be used to analyze a project</li></ul>  |
| <b>Project Workshop</b> | { | <ul style="list-style-type: none"><li>• <b>assistance from instructor on personal projects each day</b></li></ul>   |