

MOC 55289 AC Microsoft Project 2019: Digging Deeper

Course Summary

Description

This Intermediate Microsoft Project 2019: Digging Deeper class takes an in-depth approach to key features of 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 learn about costing.

Objectives

By the end of the course, students will be able to:

- 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.

Topics

- Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List
- Advanced Methods for Managing Tasks and Resources
- Managing the Project with Advanced Techniques
- Formatting and Customizing Views
- Reporting
- Working with Templates

Audience

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

Prerequisite

A basic Microsoft Project skills including high comfort level navigating the program is required for this course.

Duration

Two Days

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Course Outline

I. *Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List*

This module explains how to start a project.

Starting a Project

II. *Advanced Methods for Managing Tasks and Resources*

This module explains how to name, declare, assign values to, and use variables. It also describes how to store data in an array. (e.g. This module explains how to install, upgrade and migrate to Windows 7. It also describes the key features, editions, and hardware requirements of Windows 7)

- A. Manage Tasks and Resources
- B. Understanding Elapsed versus Actual Time Settings
- C. Setting Task Constraints
- D. Splitting and Delaying Tasks
- E. Using the Task Inspector
- F. Analysing Critical Tasks and the Critical Path
- G. Using Lag Time and Lead Time
- H. Analysing Task Assignments
- I. Using the Team Planner
- J. Using a Resource Pool and Sharing Resources
- K. Managing Resource Availability and Pay Rates

Lab 1: Exercises

- Change the Task Dependency
- Creating a Task Constraint
- To Split a Task: using the Gantt Chart View
- Delaying a Task: Using a Gantt Chart View
- Viewing the Task Inspector
- Set Lag and Lead Time
- Adding a Note through the Assignment Information Dialog Box
- Displaying a Team Planner and Apply Formatting
- Sharing a Resource Pool
- Changing a Pay Rate

III. *Managing the Project with Advanced Techniques*

This module explains how to review and and fix any issues in projects.

- A. Using Leveling to Solve Resource Overallocations
- B. Amending Tasks
- C. Understanding Baseline and Interim Plans
- D. Analyzing Project Costs and Creating Budgets

Lab 1: Installing and Configuring Windows 7

- Using Leveling to Solve Resource Overallocations: Using the Gantt
- Amending Tasks
- Setting Additional Baselines
- Creating Budgets

IV. *Formating and Customizing Views*

This module explains how to format and customize views in Microsoft Project.

- A. Customize the Gantt Chart
- B. Creating a Custom View
- C. Applying Filters
- D. Using Work Breakdown Structure (WBS) Codes

Lab 1: Exercises

- Customizing the Gantt Chart Using Gantt Chart View
- Creating a Custom View
- Applying Filters

V. *Reporting*

This module explains how to work with reports in Microsoft Project.

- A. Creating Visual Reports
- B. Editing Reports

Lab 1: Exercises

- Creating a Visual Report
- Editing a Report

VI. *Working with Templates*

This module explains how to work with templates in Microsoft Project.

- A. Using Subproject within a Project.
- B. Using the Organizer to Maintain Templates

Lab 1: Exercises