MPRO
Microsoft Office Project, Managing Projects

Description:

This two-day instructor-led course provides the knowledge needed for the creating and managing projects with Microsoft Project 2019. Graduates will get acquainted with the procedure of creating and managing project, time management, tasks, resources, assignments, reports, plans, making changes, set and use baselines and resolve overloading.

Students will be able to:

- Create project
- Create and manage tasks
- Create sources
- Assign sources
- Manage project
- Update tasks, sources and assignments
- Manage costs, time, sources and overloading
- Resolve project changes and errors
- Create reports

Course requirements:

Basic knowledge of MS Office and MS Windows.

This course is intended for:

Project Managers and Users, who wish to work with projects in MS Project.

Literature:

All participants will get internal materials.

Hardware:

Classrooms are equipped with performing computers with Internet access, including wireless access.

Syllabus:

Module 1: Getting Started with Microsoft Office Project 2019

- Understanding the Projects
- What's new in Project
- Navigating the Project Interface
- Getting Help and Guidance

- Tasks, Resources, Assignments
- Configuring Options

Module 2: Creating and Defining Projects

- Creating and Saving Projects, Creating and Organizing the Task List
- Modifying and Applying Calendars
- Import and Export Data

Module 3: Tasks

- Entering Task Estimates
- Linking and Unlinking Tasks

Module 4: Working with Deadlines, Constraints, and Task Calendars

- Creating and Modifying Deadlines and Constraints
- Creating and Modifying Task Calendars
- Working with Task Driver

Module 5: Working With Resources

- Adding Resources to the Resource Sheet
- Creating and Modifying Resource Assignments
- Entering Project Budgets

Module 6: Assigning Resoursec to Tasks

- Using Task Types and Scheduling Formula
- Changing Variables and Time Management
- Costs

Module 7: Customizing and Formatting

- Formatting Screen Elements
- Creating and Modifying Templates
- Creating and Modifying Fields, Tables, Formulas, Filters and Groups
- Creating and Modifying Custom Views

Module 8: Analyzing Resource Utilization

- Introducing Resource Utilization Concepts
- Managing Resource Availability, optimizing, leveling

Module 9: Tracking Progress

- Working With Baselines
- Entering Updates
- Discovering Variances
- Troubleshooting and Getting Back on Track

Module 10: Creating Reports and Printing

- Selecting, Editing, and Creating Basic Reports
- Setting Options to Correct Printing Issues
- Exporting and Importing Reporting Data
- Creating and Modifying Visual Reports

Module 11: Managing Multiple Projects

- Creating Links Between Projects
- Subprojects
- Sharing Resources