

## Course Overview

In this 2-day course, you will start by learning about the Microsoft Project environment. You will learn how to create tasks, organize tasks, link tasks, observe the critical path, modify task relationships and you will also learn about constraints. You will learn about resources by creating and assigning a base calendar, entering and assigning resources and working with costs. You will learn how to analyze a project, resolve time restrictions and resolve resource conflicts. You will also learn ways to view Project information and how to generate Project reports. Finally, you will learn how to sort Project data, filter Project data and how to create custom filters.

## Courses in the Microsoft Project Series

**Project Management  
Fundamentals**  
- 1 day -

**Project Level 1**  
- 2 days -

**Project Level 2**  
- 1 day -

## Course Preparation

Prerequisite Courses: *Project Management Fundamentals* or an understanding of project management concepts, *Windows - Level 1* or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel is helpful but not required.

## Course Topics

### About Project Management

- Fundamentals of Project Management
- Project Life Cycle
- Defining Phase
- Planning Phase
- Controlling Phase
- Closing Phase
- The Project Manager Role
- Project Stakeholders

### Exploring the Project Environment

- Starting Microsoft Project
- Exploring the Project Window
- Displaying Views
- The Gantt Chart View
- Moving within a View
- The View Bar
- Show/Hide the View Bar
- Viewing Indicators
- Accessing Online Help
- The Planning Wizard
- Closing a Project

### Creating a Project

- Starting a Project
- Property Summary Sheet
- Calendar Options
- Saving your Projects
- Project Summary Task
- Entering Tasks and Durations
- Inserting, Deleting and Moving Tasks
- Saving and Closing the Project File

### Outlining Tasks

- About Outlining
- Hiding and Showing Subtasks
- Editing the Outline

### Linking Tasks

- About Linking
- Tracking the Finish Date
- Linking Tasks with the Toolbar
- Linking Tasks by Dragging
- Linking Groups of Tasks
- Changing Link Dependencies
- About Lag Time
- About Lead Time
- The Critical Path

### Resources

- Adding Resources
- Assigning Resources

### Calendars

- Creating a New Base Calendar
- Applying a Base Calendar
- Creating Another Base Calendar
- Applying Changes to Resource Calendars
- Copying Base Calendars

### Costs

- Viewing Task Costs
- Viewing Resource Costs
- Pay Rate Changes
- Cost Rate Tables
- Assigning Cost Rate Tables
- Tasks Costs

--continued on next page

Rev 5/5/07

## **Analyzing the Project**

- Task Types
- Working with Fixed Units
- Working with Fixed Duration
- Working with Fixed Work
- Analyzing the Project
- Resource Leveling

## **Formatting the Project**

- Showing Work Breakdown Structure Numbering
- Formatting the Network Diagram
- Formatting the Gantt Chart
- Formatting Gridlines
- Formatting Timescale
- Formatting the Task Sheet
- Customizing Fields

## **Sorting and Filtering**

- Sorting Data
- AutoFiltering
- Built-in Filters
- Creating Filters

## **Views and Reports**

- Examining Various Reports
- Viewing Tables
- Viewing Form Details
- Printing Views
- Printing and Formatting Reports
- Customizing Reports

Rev 5/5/07