

# Microsoft Project – Level 1

## Course outline

Provided by: Performance Management Consultants – PMC Training



<b>Reference no.</b>	212-26
<b>Duration</b>	2.00 day(s)   12:00 hours <sup>1</sup>
<b>Website link</b>	<a href="https://pmctraining.com/training/microsoft-project-level-1/">https://pmctraining.com/training/microsoft-project-level-1/</a>

### ***Techniques to Schedule, Track and Report on Your Projects***

Microsoft Project is one of the most popular scheduling and project management programs on the market. This course covers the basics of using MS Project and how to set up a simple project, including how to configure the project calendar, tasks, resources, and more.

This workshop will help you understand the basic functions of Microsoft Project and how to utilize the software to its full potential.

### **Learning outcomes**

#### **At the end of this workshop, you will be able to:**

- Understand the basic purpose and operation of the software, navigate to different areas of the project screen and choose different views
- Create new projects and work with task lists
- Add and assign resources, apply and adjust calendars and add cost information
- Print and preview project views and reports
- Understand how to control task changes using task type settings and constraints, as well as define and form the critical path
- Define resource work using contours, overtime and resolve over-allocations
- Set, modify and view baseline plans
- Track project progress by updating task and schedule information, and compare baseline versus actual plan information
- Sort, filter and group views
- Format the Gantt Chart view

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

## Workshop topics

### The Basics

- Getting starting in MS Project
- Application interface
- Views

### Project Creation

- Entering project information
- Creating, editing and outlining task lists
- Applying and modifying task dependencies
- Entering task information

### Project Resources and Costs

- Assigning resources
- Working with project, resource and task calendars
- Entering project costs

### Printing Schedule Information

- Page setup options
- Previewing views and reports
- Printing project information

### Changing Scheduling Methods

- Resource assignment concepts
- Viewing and modifying task type settings
- Task constraints
- Identifying factors affecting tasks
- Defining and formatting the Critical Path

### Resolving Resource Conflicts

- Applying work hour contours
- Editing resource assignments
- Locating and resolving resource over-allocations
- Saving the baseline

### Tracking Project Progress

- Track task progress

- Updating tasks and remaining schedule
- Comparing baseline data and actual data

### **Sorting, Filtering and Grouping**

- Sorting and filtering views
- Grouping tasks and resources

### **Formatting the Project Environment**

- Formatting views
- Formatting the Gantt Chart

### **Prerequisites**

There are no prerequisites for this course.

### **Note on Versions:**

This workshop is applicable to users of Microsoft 365, 2019, and 2016 versions. While some features or layouts may differ slightly between versions, the core skills and tools covered remain consistent.

### **Who should attend this course?**

This workshop is intended for anyone who has a good working knowledge of Microsoft Office products and is seeking to understand how to work with databases.