

## Course duration

- 5 days

## Course Benefits

- Learn to work with the advanced formatting features of the Gantt chart and network diagrams.
- Learn to create master projects and subprojects in Project.
- Learn to create customized project reports.
- Learn to work with resource pools.
- Learn about costing.
- Learn to manage time and resources.
- Learn to modify the display.
- Learn to chart data.
- Learn to use recurring tasks.
- Learn to use templates.
- Learn to customize Project reports, tables, filters, and the ribbon.
- Learn to use macros in Project.

## Course Outline

1. Calendars
  1. Project Calendar Start Date
    1. Setting Project to Auto Schedule New Tasks
    2. Setting the Start Date
  2. Creating a Project Calendar
    1. Custom Project Calendars
    2. Connecting a Calendar to a Project
2. Working with Tasks
  1. Creating a Task
    1. Creating Summary Tasks
  2. Entering Durations
  3. Scheduling Tasks
  4. Milestone Tasks
  5. Linking Tasks
  6. Adding Notes to Tasks
3. Creating and Working with Resources
  1. The Resource Sheet
    1. Entering Work Resources
    2. Entering Material Resources
    3. Entering Cost Resources

- 2. Assigning Resources to Tasks
- 4. Managing a Project
  - 1. Viewing a Project
  - 2. Reviewing and Making Adjustments to a Project
    - 1. The Project Timeline
    - 2. The Project Calendar
    - 3. Adjusting Tasks
  - 3. Setting a Baseline
  - 4. Viewing the Baseline
  - 5. Recording Progress
  - 6. Reporting on Projects
- 1. Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List
  - 1. Starting a Project
    - 1. Reviewing the Options
    - 2. Changing Save Options
    - 3. Time Conversion
    - 4. Creating Projects
    - 5. Create a New Project from an Existing Project File
- 2. Advanced Methods for Managing Tasks and Resources
  - 1. Manage Tasks and Resources
    - 1. Working with Task Dependencies
    - 2. Task Dependency
  - 2. Understanding Elapsed versus Actual Time Settings
  - 3. Setting Task Constraints
    - 1. Creating Task Constraints
  - 4. Splitting and Delaying Tasks
    - 1. Splitting a Task: Using the Gantt Chart View
    - 2. Delaying a Task: Using a Gantt Chart View
  - 5. Using the Task Inspector
  - 6. Analyzing Critical Tasks and the Critical Path
    - 1. Analyze Critical Tasks: Using the Gantt Chart View
  - 7. Using Lag Time and Lead Time
    - 1. Setting Lag and Lead Time
  - 8. Analyzing Task Assignments
    - 1. Viewing Task Assignments: Using the Task Usage View
  - 9. Using the Team Planner
    - 1. Formatting the Team Planner
  - 10. Using a Resource Pool and Sharing Resources
    - 1. Sharing a Resource Pool
  - 11. Managing Resource Availability and Pay Rates
- 3. Managing the Project with Advanced Techniques
  - 1. Using Leveling to Solve Resource Overallocations
  - 2. Chart View
  - 3. Amending Tasks
  - 4. Understanding Baseline and Interim Plans
    - 1. Setting Additional Baselines

5. Analyzing Project Costs and Creating Budgets
4. Formatting and Customizing Views
  1. Customizing the Gantt Chart
  2. Creating a Custom View
  3. Applying Filters
  4. Using Work Breakdown Structure (WBS) Codes
5. Reporting
  1. Creating Visual Reports
  2. Editing Reports
6. Working with Templates
  1. Using Subproject within a Project
  2. Using the Organizer to Maintain Templates
1. Managing the Project
  1. Management Criteria
  2. Managing Time
  3. Examine an Existing Project
  4. Managing Resources
2. Special Features and Advanced Analysis
  1. Use the Course Development Project
  2. Modifying the Display (Shortcuts)
  3. Task Usage and Resource Usage Views
  4. Charting Data
  5. Importing into Project
  6. "Grouping"
  7. Recurring Tasks
3. Templates
  1. Templates
  2. Using a Sample Template
  3. Global Template
4. Customizing MS Project
  1. Customization
  2. Custom Reports
  3. Custom Tables
  4. Adding Columns to Tables
  5. Custom Filters
  6. Custom Filter Values
  7. Customizing the Ribbon
5. Macros Overview Page
  1. Macros
  2. Creating VBA Code
  3. The VB Editor
  4. Working with Modules
  5. Editing Macros

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.