



Project 2019 Level 1 (2 Days) Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives:

- Understand the basic purpose and operation of the software, and work with windows, Ribbon tabs and buttons, project views, and customize the Quick Access Toolbar.
- Establish default project settings, create a new project, create, edit, and outline a task list, establish dependencies by linking tasks, as well as review project details.
- Add and assign resources to a project, work with project calendars, and enter project costs, such as standard, variable, and fixed costs.
- Apply task type settings, modify fixed tasks, set task constraints, and define and format the critical path.
- Apply preset and custom contours, edit resource assignments, identify and resolve resource overallocations, and set and modify a baseline.
- Apply page setup options, create headers/footers, insert page breaks, preview and print project information, as well as view and edit reports.
- Track the progress of a project, update tasks and the schedule, and compare baseline and actual data.
- Sort, filter, and group views; format views and format the Gantt Chart.

This course is for students who are new to Microsoft Project and need to understand how to use this tool to manage a simple project.

Course Content:

Getting Started with MS Project

Understanding Project Management Concepts
Application and Windows / Ribbon and Tabs
Creating & Saving Projects; Opening & Closing Projects
Changing Views; Moving within a View
Customizing the Quick Access Toolbar

Project Creation

Project Default Settings / Project Information
Creating / Editing / Outlining Tasks and Task Lists
Entering Task Durations and Milestones
Setting and Editing Task Dependencies
Reviewing the Project

Project Resources and Costs

Creating & Assigning Resources
Working with Project Calendars / Resource Calendars
Working with Task Calendars
Entering Project Costs

Changing Scheduling Methods

Resource Assignment Concepts
Changing Task Type Settings
Identifying Factors Affecting Tasks / Task Constraints
Defining and Formatting the Critical Path

Resolving Resource Conflicts	Applying Preset Contours Editing Resource Allocations & Handling Overallocations Saving the Baseline
Tracking Project Progress	Updating Tasks Comparing Baseline & Actual Document Protection
Sorting, Filtering, Grouping & Formatting	Sorting / Filtering / Formatting Views; Grouping Tasks
Printing Schedule Information	Page Setup Options Previewing / Working with Reports Printing Project Information