Microsoft Project

Overview

Course Length: 24 - 40 hours *(can be taken via flexible schedule in-center or remotely)*

Description: Learn Microsoft Project hands-on and fast with complete real-life examples. Bonus 125 project files Free PMI approved 9 PDUs. This course is a comprehensive Microsoft Project course that brings three aspects together: Microsoft Project, Project Management Principles & Hands-on exercises.

By the end of this course - you will be incredibly comfortable with Microsoft Project. You will be able to create, manage and track world class schedules - with complex requirements of resources, allocations, budgets, reporting and tracking - all the way to project completion! By the end of the course - you will be able to solve the toughest issues on project scheduling.

Course Objectives/Topics

- Start from the very basics - this course makes no assumptions
- Generous tips, tricks, best practices, pitfalls - in each and every concept lesson.
- Learn to use Project in every stage of project management - Initiation, Planning, Execution & Control - and finally Closing.
- Identify real life problems - scheduling, costing, resourcing, work allocations!
- Use powerful, automated, dynamic reports and dashboards
- Save Hundreds of hours and thousands of dollars - by using resources optimally, identifying, preventing and mitigating risks
- Learn to Resolve the #1 Problem that Project Managers face with Schedule Management - Resource Over Allocations.

- 8+ techniques shown in this course - Push dates - Adding Delays, increase working hours, Balance allocations, Leveling, Work Contours, Use Team Planner view, Use "Assign Resources" feature, Splitting Tasks
- De-mystify the 100s of features in Microsoft Project - Views, Tables, Charts, Formatting, Multiple detail windows etc…
- Bonus: Approved for 9 PMI PDU points, under Category 'B'. Lesson included shows how you can claim this.
- Bonus - more than 100+ Project File downloads – practice exactly what is shown in each and every lecture
- **Please see page 2 for detailed topic list**

Prerequisites

- Basic proficiency with Microsoft Windows User Interface
- Some familiarity with Microsoft Office will make things even easier - but not absolutely required.

Audience

- New and experienced Project Managers with dated, little or no Microsoft Project experience
- Self-taught users of Microsoft Project - who only used it only for basics
- Senior and Executive Management- Handling one or many PMs, projects and budgets

Course Outline

Welcome & Introduction: Exercise 1
- Introduction: Course structure and how to get the best of this course
- Important: What you should know about this course! *Don't Miss*
  - Course Exercises - Key - Copyright.jpg
- Project Exercise 1 - A very simple exercise to start
  - Overview of Exercise 1 - Birthday Plan Project.txt
- Project Exercise 1 - Continued - A Dive into Microsoft Project – Level Simple
  - Final Project Exercise 1 - Project Schedule.mpp
  - Project Exercise 1 - Resource Allocations.mpp
  - Project Exercise 1 - Task Dependencies.mpp
  - Project Exercise 1 - Plan.mpp
  - Exercise 1 - WBS.xlsx

Get the Fundamentals Right!
- Learning Objectives of this section
  - Overview of Exercise 2 - Purchase a New Car.txt
- Basic Interface of Microsoft Project
- What are Tasks?
- What are Resources?
  - Create a Budget.mpp
- What are Allocations?
  - Project Exercise 1 – Resource Allocations.mpp
- What are Task Dependencies?
  - Project Exercise 1 – Task Dependencies.mpp
- What is a Schedule?
  - Final Project Exercise 1 – Project Schedule.mpp
- Quiz 1: Practice Activity Quiz 1: Test your Fundamentals

Assignment 1: Simple Level - "Plan to Build a Tree House"
- Assignment 1: Assignment 1: Simple Level - "Plan to Build a Tree House"
- Samples Assignment 1 Simple Level - Plan to Build a Tree House
  - Samples Assignment 1 Simple Level - Plan to Build a Tree House.pdf

Microsoft Project Plan: Exercise 2: Purchase New Car Plan: Simple Level
- Overview of Exercise 2 - Purchase New Car Plan - Simple Level
- Learning Objectives of this Section
  - Overview of Exercise 2 - Purchase a New Car.txt
  - WBS for Project 2 - Purchase of a New Car.xlsx
- The Basics - Project Start Date, Simple Options
  - Project Exercise 2 - Purchase a New Car Plan.mpp
  - WBS for Project 2 - Purchase of a New Car.xlsx

Assignment 4: Beginner Level - "Test Plan for an eCommerce Site"
- Managing Calendars
  - Project Exercise 2 - Purchase a New Car Plan – Managing Calendars.mpp
- What are Views?
- Views: The Gantt Chart View Revisited
  - Project Exercise 2 - Purchase a New Car Plan - Gantt View.mpp
- Project Exercise 2 - Buy a New Car Plan - Durations

- Project Exercise 2 - Purchase a New Car Plan - Effort Estimations.mpp
- Project Exercise 2 - Purchase a New Car Plan - Effort Estimations - Finished.mpp
- Project Exercise 2 - Buy a New Car Plan - task dependencies
  - Project Exercise 2 - Purchase a New Car Plan - Effort Estimations - Task Dependencies - Begin.mpp
  - Project Exercise 2 - Purchase a New Car Plan - Effort Estimations - Task Dependencies - Finished.mpp
- Manual Tasks
  - Project Exercise 2 - Purchase a New Car Plan - Manual Tasks.mpp
- Conclusion and some Important Tips
- Quiz 2: Practice Activity Quiz 2: Exercise 2

Assignment 2: Simple Level - "Plan a family vacation trip"

- Assignment 2: Simple Level - "Plan a family vacation trip"
- Samples Assignment 2 Simple Level - Plan a family vacation trip
  - Samples Assignment 2 Simple Level - Plan a family vacation trip.pdf

Microsoft Project: Important Concepts

- Best Practice - Work Breakdown Structure - WBS Demystified
- WBS Creation - 10 Golden Rules
- Bonus: Checklist for WBS Review
  - Handy Checklist to review any WBS
- Important: Understanding Work Formula Basics

Assignment 3: Beginner Level - "Solving a (WBS) Crime Thriller"

- Assignment 3: Assignment 3: Beginner Level - "Solving a (WBS) Crime Thriller"
- Samples Assignment 3 Beginner Level - Solving a (WBS) Crime Thriller
  - Samples Assignment 3 Beginner Level - Solving a (WBS) Crime Thriller.pdf

Microsoft Project Plan: Exercise 3: Office Shift Project Plan - Beginner Level

- Overview of Exercise 3 - Office Shift Plan - Beginner Level
- Learning Objectives of this Section
  - Project Plan 3 - Office Shift Project Plan - Overview.txt
  - WBS for Project 3 - Office Shift Project Plan.xlsx
- Project Exercise 3: Office Shift Project Plan
  - Project Exercise 3 - Office Shift Project Plan – Tasks Complete.mpp
- Task Dependencies - FS, FF, SS, SF - Important
  - Exercise 3 - Task Dependencies - FS, FF, SS, SF - Begin.mpp
  - Exercise 3 - Task Dependencies - FS, FF, SS, SF - Finish.mpp
- Project Exercise 3: Task dependencies Continued
  - Project Exercise 3 Task dependencies Finished.mpp
  - Project Exercise 3 Task dependencies Continued.mpp
- Understanding Summary Tasks
  - Understanding Summary Tasks - Begin.mpp
  - Understanding Summary Tasks - Finished.mpp
- Making Use of Summary Tasks
  - Making Use of Summary Tasks.mpp
- Milestones
  - Milestones.mpp
- Quiz 3: Practice Activity Quiz 3: Exercise 3

Project Plan: Exercise 4 - Summarize, Assignments and Linking

- Overview of Exercise 4 - Corporate Website Development - Beginner Level
- Learning Objectives of this Section

- Overview of Exercise 4 - Corporate Website Development.txt
- WBS for Exercise 4 - Corporate Website Development.xlsx
- Project Exercise 4: Setting up a Corporate Website
  - WBS for Exercise 4 - Corporate Website Development.xlsx
- IMPT: Importing from Excel
  - Important - Importing from Excel.mpp
  - WBS for Exercise 4 - Corporate Website Development.xlsx
- Project Exercise 4: Summarize, Assign and Link
  - Project Exercise 4 - Summarize, Assign and Link - Begin.mpp
  - Project Exercise 4 - Summarize, Assign and Link - Finished ver 1.mpp
- Creating Recurring Tasks
  - Project Exercise 4 - Creating Recurring Tasks - Begin.mpp
  - Project Exercise 4 - Creating Recurring Tasks - Finish.mpp
- Recurring Tasks – Bonus Hints
  - Recurring Tasks – Bonus Hints.mpp
- Basics of Tasks Formatting
  - Basics of Tasks Formatting.mpp
- Easy Formatting Tips
  - Easy Formatting Tips.mpp
- Conclusion and some Important Tips

Assignment 4: Beginner Level - "Assignment 4 - Test Plan for eCommerce Site"

- Assignment 4: Beginner Level - "Assignment 4 - Test Plan for eCommerce Site"
- Samples Assignment 4 Beginner Level - Test Plan for eCommerce Site
  - Samples Assignment 4 Beginner Level - Test Plan for eCommerce Site.pdf

Project Plan: Exercise 5: Intermediate Level: Initiation, planning, execution

- Overview of Exercise 5 - Software Development Plan - Intermediate Level
- Learning Objectives of this Section
  - Overview of Exercise 5 - Software Development Plan.txt
- Project Exercise 5: Software Development Plan
  - Project Exercise 5 - Software Development Plan.mpp
- Team Planner View - and Overallocations 101
  - Project Exercise 5 - Team Planner View - Begin.mpp
  - Project Exercise 5 - Team Planner View - Finished.mpp
- Basics of Baselines
- How to Create a Baseline - Variance Table 101
  - How to create a Baseline - Begin.mpp
  - How to create a Baseline - Finish.mpp
- IMPT - Tracking your project - 2 Easy Methods
  - IMPT - Tracking your project - 2 Easy Methods - Begin.mpp
- Conclusion and some Important Tips

Project Plan: Exercise 6 - Overallocations, Lag and Lead, Advanced Tracking

- Overview of Exercise 6 - New Business Plan - Intermediate Level
- Learning Objectives of this Section
  - Overview of Exercise 6 - New Business Plan.txt
- Project Exercise 6: New Business Plan
  - Project Exercise 6 - New Business Plan - Finish.mpp
- Handling Resource Overallocations - 201
  - Handling Resource Overallocations - 201 - Begin.mpp
  - Handling Resource Overallocations - 201 - Finish.mpp

- Allowing Lag and Lead Times
  - Allowing Lag and Lead Times - Begin.mpp
  - Allowing Lag and Lead Times - Finish.mpp
- Creating a New Template
  - New Business Plan Template.zip
- Project Exercise 6: Continued - Tracking
  - Project Exercise 6 Continued - Tracking - Begin.mpp
  - Project Exercise 6 Continued - Tracking - Finish.mpp
- Different Task Views
  - Different Task Views.mpp
- Date Constraints and Flexibility
  - Date Constraints and Flexibility - Begin.mpp
  - Date Constraints and Flexibility - Finish.mpp
- Getting the View you want
  - Getting the View you want.mpp
- Understanding Tables
  - Understanding Tables.mpp
- Customize Tables to your Advantage
  - Customize Tables to your Advantage.mpp
- Formatting Columns
  - Formatting Columns - Begin.mpp
  - Formatting Columns - Finish.mpp

BONUS SECTION: INTENSIVE FORMATTING OF VIEWS
- Split Windows and Multiple Windows
- Using the Timeline View
- Sorting Project Information
- Creating Custom Taskbars
- Creating Custom Groups
- Creating Custom Filters
- Customizing Task Layouts
- Customizing Text Styles

Microsoft Project Plan: Exercise 7: Training Rollout Plan: Intermediate Level
- Overview of Exercise 7 - Training Rollout Plan - Intermediate Level
- Learning Objectives of this Section
  - Overview of Exercise 7 - Training Rollout Plan.txt
- Project Exercise 7: Training Rollout Plan
  - Project Exercise 7 - Training Rollout Plan.mpp
- Resource Management - Types of Resources
  - Resource Management - Types of Resources - Begin.mpp
- Managing Work Resources
  - Managing Work resources - Begin.mpp
  - Managing Work resources - Finish.mpp
- Using Material Resources
  - Using Material resources - Begin.mpp
  - Using Material resources - Finish.mpp
- Using Cost Resources
  - Using Cost Resources - Begin.mpp
  - Using Cost Resources - Finish.mpp
- Understanding Costing Concepts
  - Understanding Costing Concepts - Begin.mpp

- Understanding Costing Concepts - Finish.mpp
- ○ Effort Driven Scheduling
  - Effort Driven Scheduling - Begin.mpp
  - Effort Driven Scheduling - Finish.mpp

Project Plan: Exercise 8 - Commercial Office Construction – Complex Level
- ○ Overview of Exercise 8 - Commercial Office Building Construction - Complex Level
- ○ Learning Objectives of this Section
  - Overview of Exercise 8 - Commercial Office Building Construction Plan.txt
- ○ Project Exercise 8: Commercial Construction
  - Project Exercise 8 - Commercial Office Building Construction.mpp
- ○ Critical Path with Confidence
  - Critical Path with Confidence - Begin.mpp
- ○ Task Inspector and fixing Scheduling Problems
  - Task Inspector and fixing Scheduling Problems - Begin.mpp
  - Task Inspector and fixing Scheduling Problems - Finish.mpp
- ○ Interrupting work on a task (Split a task)
  - Interrupting work on a task (Split a task) - Begin.mpp
  - Interrupting work on a task (Split a task) - Finish.mpp
- ○ Solve Overallocation by adding Delays
  - Solve overallocation by adding Delays - Begin.mpp
  - Solve overallocation by adding Delays - Finish.mpp
- ○ Work Contours to Solve Overallocations
  - Work Contours to Solve Overallocations - Begin.mpp
  - Work Contours to Solve Overallocations - Finish.mpp
- ○ Tracking your project - Part 2
  - Tracking your project - Part 2 - Begin.mpp
  - Tracking your project - Part 2 - Finish.mpp
- ○ Leveling Technique - To Solve Overallocations
  - Leveling Technique - To Solve Overallocations - Begin.mpp
  - Leveling Technique - To Solve Overallocations - Finish.mpp
- ○ Inactivating Tasks
  - 10 Inactivating Tasks - Begin.mpp
  - 10 Inactivating Tasks - Finish.mpp

Project Plan: Exercise 9 - Product Marketing Campaign Launch - Complex Level
- ○ Overview of Exercise 9 - Product Marketing Campaign Launch - Complex Level
- ○ Learning Objectives of this Section
  - Overview of Exercise 9 - Product Marketing Campaign Launch.txt
- ○ Project Exercise 9: Product Marketing Campaign Launch
  - Project Exercise 9 - Product Marketing Campaign Launch Plan - Begin.mpp
- ○ Project Exercise 9: Continued - Overallocations - some hints
  - Project Exercise 9 - Continued - Overallocations - some hints - Begin.mpp
- ○ Advanced Baselines - Overwriting and Updating
  - Advanced Baselines - Overwriting and Updating Baselines - Begin.mpp
  - Advanced Baselines - Overwriting and Updating Baselines - Finish.mpp
- ○ IMPT: Advanced Tracking of your project - Part 3 - 4 Examples
  - Advanced Tracking of your project - Part 3 - Begin.mpp
  - Advanced Tracking of your project - Part 3 - Finish.mpp
- ○ Overtime Calculations
  - Overtime Calculations - Begin.mpp
  - Overtime Calculations - Finish.mpp

Project Plan: Exercise 10 - Learning Management System Implement - Complex Level

- o Overview of Exercise 10 - Learning Management System Implementation - Complex Level
- o Learning Objectives of this Section
  - ▪ Overview of Exercise 10 - Learning Management System Implementation Plan.txt
- o Project Exercise 10: Learning Management System Implementation
  - ▪ Project Exercise 10 - Learning Management System Implementation.mpp
  - ▪ Ten Step Progression - 12.0 Project Exercise 10 - Learning Management System Implementation.zip
- o Project Exercise 10: Continued
  - ▪ Project Exercise 10 - Continued.mpp
- o Important - Reviewing Project Schedule and Status
  - ▪ Important - Reviewing Project Schedule and Status.mpp

Exercise 10 Continued: Resolving Difficult Problems

- o Resolving Scheduling Problems
  - ▪ Resolving Scheduling Problems.mpp
- o Resolving Difficult Cost Problems
  - ▪ Resolving Cost Problems.mpp

Ex 10 Continued: Your Secret Superpower: Powerful Reports!

- o Ultimate: Powerful Reports
  - ▪ Your Secret Weapon - Powerful Reports.mpp
- o "Inprogress" Scheduling Reports
  - ▪ Inprogress Scheduling Reports.mpp
- o "Resourceful" Resource Reports
  - ▪ Resource Reports.mpp
- o "Priceless" Cost Reports
  - ▪ Cost Reports.mpp
- o "Top-Drawer" Dashboard Reports
  - ▪ Dashboard Reports.mpp
- o Conclusion Lecture – Next Steps!!
- o *New* How to claim your PDU points