

Module 1 – Getting Started with Microsoft Project

- The Project Work Area
- Project Views
- Project Planning Principles
- Defining a New Project
- Setting the Project Base Calendar
- Making Calendar Modifications

Module 2 – Project Tasks

- Creating a Project Outline
- Identifying Summary Tasks
- Creating Sub Tasks
- Expanding and Collapsing the Outline
- Setting Milestones
- Setting Task Durations
- Linking Tasks
- Changing the Link Type
- Setting Lag and Lead Time
- Attaching Additional Task Information
- Setting Task Constraints

Module 3 – Working with Resources

- What is a Resource?
- Creating a Resource Pool
- Creating Resource Calendars
- Editing Resource Information
- Specifying Resource Cost Changes

Module 4 – Assigning and Viewing Resources

- Assigning Resources to Tasks
- Understanding Resource Units
- Specifying the Scheduling Method
- Tracking and Updating Tasks

Module 5 – Resolving Resource Conflicts

- Working in Resource Sheet View
- Applying a Different Table
- Finding Overallocations
- Using the Resource Graph
- Leveling Resources

Module 6 – Tracking Project Progress

- Saving Baseline Plans
- Updating a Baseline
- Saving Interim Plans
- Methods for Tracking Task Progress
- Checking Project Status
- Editing Task Assignments
- Tracking Baseline and Actual Dates
- Viewing Project Statistics
- Working with the Network Diagram

Module 7 – Extracting Project Data

- Viewing the Critical Path
- Sorting Tasks
- Using AutoFilter
- Using Interactive Filters
- Creating and Storing a Custom Filter
- Working in Combination Views
- Viewing Standard Reports
- Modifying Reports
- Creating a Customer Report

Module 8 – Managing Multiple Projects

- Saving a Workspace
- Sharing Resources between Projects
- Working with Master Projects and Sub Projects
- Creating Project Templates
- Copying Calendars, Views, and Reports to other Projects
- Importing Data into Project