



CONTINUING EDUCATION

Course Outline

Microsoft Project 2019

Microsoft Project should be one of the most frequently used tools in your project management toolbox. In this course, you will learn the features and functions of Microsoft Project, so you can use it effectively and efficiently in a real-world environment. Learn how to create a project from scratch; work with task types, scheduling options and constraints; set-up resources, resolve conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. This course is based on the Microsoft Project 2019 Level 1 and 2 textbooks.

Who Should Take This Course?

This course is for those with some prior knowledge of project management procedures and practices who would like to apply this knowledge through the use of Microsoft Project as a project management tool. This is the sixth required course in the Project Management Certificate.

Course Objectives

- Navigate and understand the important features of Microsoft Project
- Create a new project schedule from scratch
- Add tasks to a project, work with task types, schedule options and task constraints
- Manage task relationships with a project
- Manage project resources, including scheduling and assignment
- Manage the project schedule in accordance with the critical path and project baseline
- Finalize a project plan

Course Info

Length: 15 hours

Format: Classroom instruction, demonstration and practice

Prerequisite: Good working knowledge of Windows, Word and Excel; any additional experience in project management or working with forms or databases is helpful

Course Content

Part 1

Getting Started with Microsoft Project

- Topic A: Identify Project Management Concepts
- Topic B: Navigate in the Microsoft Project Desktop Environment

Defining a Project

- Topic A: Create a New Project Plan File
- Topic B: Set Project Plan Options
- Topic C: Assign a Project Calendar

Adding Project Tasks

- Topic A: Add Tasks to a Project Plan
- Topic B: Enter Task Duration Estimates

Managing Tasks

- Topic A: Create a Work Breakdown Structure
- Topic B: Define Task Relationships
- Topic C: Schedule Tasks

Managing Project Resources

- Topic A: Add Resources to a Project
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

Finalizing a Project Plan

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan

Part 2

Updating a Project Plan

- Topic A: Enter Task Progress
- Topic B: Enter Overtime Work
- Topic C: Edit Tasks
- Topic D: Update Cost Rate Tables
- Topic E: Update a Baseline

Viewing Project Progress

- Topic A: Use View Commands
- Topic B: Add a Custom Field
- Topic C: Create Custom Views
- Topic D: Format and Share the Timeline View

Reporting on Project Progress

- Topic A: View Built-in Reports
- Topic B: Create Custom Reports
- Topic C: Create a Visual Report

Reusing Project Plan Information

- Topic A: Create a Project Plan Template
- Topic B: Share Project Plan Elements with Other Plans

Working with Multiple Projects

- Topic A: Share Resources
- Topic B: Link Project Plans

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Project Management Certificate, you must take all six required courses; attend* 80 percent of each course (calculated by number of sessions in each course), except the Capstone course, where 100% attendance is required; and participate in class. (Please note: Saturday sessions lasting longer than four hours will count as two sessions.) If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.