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 fifth required course in the Project Management Certificate.

Course Objectives

- Navigating and understand the important features of Microsoft Project
- Creating a new project schedule from scratch
- Understanding and working with task types, scheduling options and task constraints
- Working with resources, including scheduling and assignment
- Managing the project schedule in accordance with the critical path and project baseline
- Printing project views, dashboards and various other kinds of reports
- Working with the Quick Access Toolbar and advanced calendar topics
- Adding task notes, and setting task deadlines and priorities
- Grouping, sorting, filtering, highlighting and adding fixed costs to tasks
- Grouping, sorting, filtering and highlighting resources
- Setting resource working time exceptions, and pooling resources for sharing
- Creating resource budget cost items
- Working with multiple baselines and interim plans
- Updating a project schedule using a status date
- Resolving resource conflicts and scheduling issues
- Using the Task Form, Task Details Form and Task Name Form
- Using the Resource Form and Resource Name Form
- Understanding the Relationship Diagram and compound views
- Consolidating projects using Master projects and subprojects
- Using Project data in other applications, and creating final reports

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

Setting Default Options

- Starting Project
- Identifying basic features of Backstage view
- Exiting Project

Exploring the Project Environment

- Understanding project management basics
- Navigating the Microsoft Project environment
- Recognizing basic project features
- Saving a project schedule
- Scrolling to a task

Project Schedule Templates, Calendars and Workflow

- Creating a project schedule from a template and working with calendars
- Adding holidays to the calendar
- Copying a calendar to a global template
- Completing initial project-schedule workflow tasks

Tasks, Durations and Milestones

- Creating summary tasks and sub-tasks
- Entering durations
- Creating milestones
- Creating recurring tasks
- Moving, deleting and linking tasks
- Working with timescale and timeline

Task Types

- About the project scheduling engine
- About effort-driven scheduling
- Setting task types

Lag Time and Lead Time

- Setting lag time
- Setting lead time

Task Constraints

- Understanding task constraints
- Setting task constraints

Resource Types

- About resource types
- Entering resources

Resource Calendars

- Creating, modifying and applying resource calendars
- Adding resource vacation or leave time

Assigning Resources

- Assigning resources
- About different resource views

The Critical Path and the Project Baseline

- About the critical path
- Setting a baseline

The Tracking Gantt Chart and Updating Tasks

- Using the tracking Gantt chart
- Updating and tracking tasks
- Splitting a task
- Inactivating a task

Views and Dashboards

- About Project reports
- Printing a view
- Creating and printing dashboard reports

Other Reports

- Creating and printing Resource Reports
- Creating and printing Costs reports
- Creating and printing In Progress reports

The Quick Access Toolbar

- Configuring and customizing the Quick Access Toolbar
- Changing the order of Quick Access tools

Advanced Calendar Topics

- Configuring Project to use a 24-hour calendar
- Creating a 24-hour calendar
- Implementing a 24-hour calendar for a new project schedule
- Implementing a 24-hour calendar for an existing project schedule
- Copying a 24-hour calendar to the Global Template
- Implementing a task calendar

Task Notes, Task Deadlines and Task Priorities

- Adding notes to tasks
- Setting a task deadline
- Setting task priorities

Miscellaneous Task Features and Functions

- Grouping tasks
- Sorting tasks
- Filtering tasks
- Highlighting tasks
- Adding fixed costs to tasks

Grouping, Sorting, Filtering and Highlighting Resources

- Grouping resources
- Sorting resources
- Filtering resources
- Highlighting resources

Resource Working Time and Resource Pools

- Setting resource working time exceptions
- Using a resource pool to share resources

Resource Budget Cost Items

- Creating resource budget cost items
- Creating a budget cost resource
- Creating a budget work resource
- Creating a budget material resource
- Assigning a budget resource to the project summary task

Multiple Baselines and Interim Plans

- Working with multiple baselines
- Working with interim plans

Setting and Using a Status Date

- Setting and using a status date

Resolving Resource Conflicts and Scheduling Issues

- Using resource leveling
- Resolving conflicts and scheduling issues

Delaying a Task

- Delaying a task

The Task Form, Task Details Form and Task Name Form

- Using the Task Form
- Using the Task Details Form
- Using the Task Name Form

The Resource Form

- Using the Resource Form
- Using the Resource Names Form

Compounding Views and the Relationship Diagram

- Using compound views
- Understanding and using the Relationship Diagram
- Using keyboard shortcuts

Consolidating Multiple Projects

- Understanding the advantages and disadvantages of project consolidation
- Creating a project schedule consolidation
- Creating a project snapshot

Working with Project Data

- Using Project data in other applications
- Adding annotations
- Using the Snip and Sketch app

Closing out the Project

- Closing out a project
- Creating a cost overruns report
- Creating headers and footers
- Saving the project as a template

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.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit **www.greenriver.edu/dss**.

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**.