

Mastering Microsoft Project Course Outline

Module 1: Introduction to Microsoft Project

1. Describe how Project relates to the discipline of Project management.
2. Learn what the new features are in MS Project.
3. Navigate to the primary views available using the Ribbon.
4. Choose Views that display task, resource, or assignment information.
5. Select table within views to change the information that is available to see and edit.
6. Relate the features of Project to the 5 steps for building a plan in Project.
7. Lab 1: Introduction to Mastering Microsoft Project

Module 2: A Quick and Easy Overview of Managing with Project

1. Create a new project and prepare it for data entry.
2. Enter project tasks.
3. Sequence the tasks.
4. Define resources.
5. Estimate Task duration and assign resources.
6. Baseline the project.
7. Track project progress.
8. Lab 1: Creating a Basic Project with a template
9. Lab 2: Creating a Basic Project

Module 3: Setting Up a Project

1. Create a new project from an Excel file.
2. Establish a calendar to constrain resource availability.
3. Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.
4. Lab 1: Setting Up a Project

Module 4: Manually Schedule vs. Auto Schedule

1. Students practice switching tasks between Manually Schedule and Auto Schedule modes. By switching modes, students learn the impact made on the project schedule and the individual tasks.
2. Lab 1: Explore Task Modes

Module 5: Creating a Work Breakdown Structure

1. Build and use summary and subordinate tasks.
2. Understand and use milestones.
3. Develop WBS Outlines.
4. Assign completion criteria.
5. Evaluate the WBS.
6. Understand and use WBS templates.
7. Lab 1: Manipulate a WBS
8. Lab 2: Supporting the Project Plan



Module 6: Identifying Task Relationships

1. Understand the different types of task relationships.
2. Understand and use various methods to create relationships.
3. Determine and display task sequence.
4. Understand and use lag, lead, and delay.
5. Understand the new feature of Task Paths.
6. Lab 1: Display the sequence

Module 7: Defining Resources within Project

1. Define resource types.
2. Define individual resources that will be used on the project.
3. Record the cost (s) of using each type of resource.
4. Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.
5. Lab 1: Resource Calendar and Availability

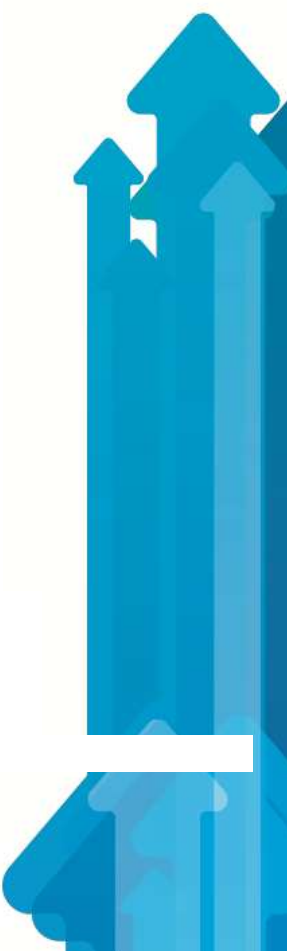
Module 8: Making Work Package Estimates

1. Enter estimates for duration and costs for each task.
2. Distinguish between task types and describe when each is appropriate.
3. Describe the relationship between work, units, and duration.
4. Describe the way Effort Driven scheduling is affected by work, units, and duration.
5. Assign tasks to resources using the Team Planner view.
6. Lab 1: Work, Duration and Labor

Module 9: Creating an Initial Schedule

1. Calculate float and identify a project's critical path.
2. Understand and identify task constraints.
3. Create milestones.
4. Use the Task Inspector to troubleshoot the initial schedule.
5. Lab 1: Calculating an Initial schedule

Module 10: Create a Resource Leveled Schedule

1. Adjust a project schedule to account for limited people and other resources.
 2. View the overall cost and schedule of a project.
 3. Identify resources that have been overallocated for a project schedule.
 4. Use multiple ways to adjust tasks and assignments to remove over allocation for any resource.
 5. Lab 1: Resource Leveling
- 



15. **Module 11:** Managing the Project

1. Learn how to set a baseline.
2. Learn how to enter and track project performance data.
3. Learn how to apply different tracking methods.
4. Learn how to perform a variance analysis on a project.
5. Lab 1: The Baseline
6. Lab 2: Baselining & Tracking Performance
7. Lab 3: Variance

16. **Module 12:** Formatting Output and Printing Reports

1. Print
2. Views
3. Formats
4. Sorting
5. Filtering
6. Grouping
7. Custom Fields
8. Reporting
9. Other File Formats
10. Lab 1: Use the Grouping Feature
11. Lab 2: Create Reports in Project 2013

Progress Academy