



Let's Reach For Excellence!

TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Microsoft Project 2019

Duration: 03 days

This course is designed for business users who want to use Project to create and manage projects more efficiently. This course is useful both for people who have previously used earlier versions of Project and for people who are discovering Project for the first time.



AT COURSE COMPLETION

- Quickly start new plans, build task lists, and assign resources
- View resource capacity and track progress
- Capture and fine-tune work and cost details
- Visualize schedules with Gantt charts and other views and reports
- Consolidate projects, and share resources across plans
- Manage modern Agile projects (James Mills, Jr., contributor)
- Customize Project to maximize your efficiency
- Leverage improvements to task linking, timelines, and accessibility.
- Master PM best practices while you learn Project
- Look up just the tasks and lessons you need

COURSE OUTLINE

Part 1: Get started with Microsoft Project

Chapter 1 Take a guided tour

- Explore the Project user interface
- Manage files and set options in the Backstage view
- Work with schedule details in views
- Use reports to check a plan's status

Part 2: Simple scheduling basics

Chapter 2 Start a new plan

- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Enter the plan title and other properties

Chapter 3 Build a task list

- Create tasks
- Switch task scheduling from manual to automatic
- Enter task durations and estimates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Check a plan's duration and finish date
- Document task information

Chapter 4 Set up resources

- Set up work resources
- Enter the maximum capacity for work resources
- Enter work resource pay rates
- Adjust working time in a resource calendar
- Set up cost resources

- Document resources by using notes

Chapter 65 Assign resources to tasks

- Assign work resources to tasks
- Control work when adding or removing resource assignments
- Assign cost resources to tasks
- Check the plan after assigning resources

Chapter 6 Format and share your plan

- Add tasks to a Timeline view
- Customize a Gantt chart view
- Customize reports
- Copy views and reports
- Print views and reports

Chapter 7 Track progress: Basic techniques

- Understand progress tracking
- Save a baseline of your plan
- Track a plan as scheduled
- Enter a task's completion percentage
- Enter actual values for tasks

Part 3: Advanced scheduling techniques

Chapter 8 Fine-tune task scheduling

- See task relationships by using Task Path
- Adjust task link relationships
- Control task scheduling by using constraints
- Interrupt work on a task
- Adjust working time for individual tasks
- Control task scheduling by using task types
- See task schedule details by using the Task Inspector

Chapter 9 Fine-tune task details

- Enter deadline dates
- Enter fixed costs
- Create a recurring task
- View the plan's critical path
- Schedule summary tasks manually

Chapter 10 Fine-tune resource and assignment details

- Change resource availability over multiple date ranges
- Work with multiple resource pay rates
- Change resource pay rates over different date ranges

- Delay the start of assignments
- Apply contours to assignments
- Create and assign material resources
- View resource capacity
- Adjust assignments in the Team Planner view (Project Professional only)

Chapter 11 Fine-tune the Project plan

- Examine resource allocations over time
- Resolve resource overallocations manually
- Level overallocated resources
- Check the plan's cost and finish date
- Inactivate tasks (Project Professional only)

Chapter 12 Organize plan details

- Sort plan details
- Group plan details
- Filter plan details
- Create new tables
- Create new views

Chapter 13 Track progress: Detailed techniques

- Update a baseline
- Track actual and remaining work for tasks and assignments
- Track timephased actual work for tasks and assignments
- Reschedule incomplete work

Chapter 14 View and report project status

- Examine a plan's variance
- Identify tasks that have slipped
- Examine task costs
- Examine resource costs

Part 4: In-depth and special subjects

Chapter 15 Format and print views: In-depth techniques

- Format a Gantt chart view
- Format a Timeline view
- Format a Network Diagram view
- Format a Calendar view
- Print and export views

Chapter 16 Format reports: In-depth techniques

- Create a custom report
- Customize charts in a report

- Customize tables in a report

Chapter 17 Customize project

- Share custom elements between plans
- Record and run macros
- Edit macros
- Customize the ribbon and Quick Access Toolbar

Chapter 18 Share information with other programs

- Copy Project data to and from other programs
- Open files in other formats in Project
- Save to other file formats from Project
- Generate reports with Excel and Visio

Chapter 19 Consolidate projects and resources

- Share a resource pool across multiple plans
- Consolidate plans
- Create dependencies between plans

Chapter 20 Use Agile project management with Project

- Navigate the Agile project management template
- Reset the Agile project management template
- Create the product backlog
- Create the Agile team
- Plan a sprint
- Record progress from daily scrum meetings
- Generate reports for sprint reviews
- Sources for more information