

Microsoft Project Training Course Content

SECTION 1: INTRODUCTION TO PROJECT MANAGEMENT & CONCEPTS

- What is Project Management?
- Detailed Introduction of Project Management & Concepts

SECTION 2: INTRODUCTION TO MICROSOFT PROJECT

- Explore the Project user interface
- Manage files and set options in the Backstage view
- Work with schedule details in views

SECTION 3: SETUP 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

SECTION 4: BUILD A TASK LIST

- Create tasks
- Enter task durations and dates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Switch task scheduling from manual to automatic

SECTION 5: 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

SECTION 6: ASSIGN RESOURCES TO TASKS

- Assign work resources to tasks
- Control work when adding or removing resource assignments

- Assign cost resources to tasks

SECTION 7: FORMATTING AND SHARING A PLAN

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

SECTION 8: TRACKING PROGRESS

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

SECTION 9: FINE-TUNING

- Adjust task link relationships
- Control task scheduling by using constraints
- Adjust working time for individual tasks
- Control task scheduling by using task types
- Enter deadline dates
- Create and assign material resources
- Examine resource allocations over time
- Resolve resource overallocations manually

SECTION 10: VIEW AND REPORT PROJECT STATUS

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

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Know more about [MS Project](#)



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