

Microsoft® Office Project® 2019: Part 1

Course Description

This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. It covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

Note: This course is for anyone who has Project on the desktop, regardless of whether they purchased an “on-premise” edition or subscribed to a “cloud-based” (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix.

This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019

Course Duration

1 day

Course Objectives:

In this course, you will be able to construct basic project plans using Microsoft Project.

You will:

- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.

Prerequisites

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft® Windows® operating system—preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft Office applications, particularly Word and Excel®, will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.

You can take any of the following course offerings from Logical Operations to attain the requisite knowledge and skills:

- Using Microsoft® Windows® 10 (Second Edition)
- Microsoft® Office Word: Part 1 (any current version)
- Microsoft® Office Excel®: Part 1 (any current version)
- Project Management Fundamentals (Third Edition)

Course-Specific Technical Requirements

Hardware:

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 2 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software:

- Microsoft® Windows® 10 Professional or Enterprise.
- Microsoft® Project® 2019 Professional, which is used to complete the activities in the body of the course.
- Microsoft® Project® Online Professional, if you wish to complete the activities in the course appendix.

Course Outline

Lesson 1: Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate in the Microsoft Project Desktop Environment

Lesson 2: Defining a Project

- Create a New Project Plan File
- Set Project Plan Options
- Assign a Project Calendar

Lesson 3: Adding Project Tasks

- Add Tasks to a Project Plan
- Enter Task Duration Estimates

Lesson 4: Managing Tasks

- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Lesson 5: Managing Project Resources

- Add Resources to a Project
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Lesson 6: Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

Who Should Attend

This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.