

## Course Outline

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### Mastering Microsoft Project

**Duration:** 2 days (12 hours)

**Learning Objectives:**

This ILT Series course teaches the basic commands and features of Microsoft Project. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server and how to integrate Project data with other Office applications.

**Topics Covered:**

- Getting started
  - Topic A: Project management concepts
  - Topic B: The Project window
  - Topic C: Project files
  - Topic D: The Help window
- Tasks
  - Topic A: Creating a task list
  - Topic B: Modifying a task list
  - Topic C: The Work Breakdown Structure
- Task scheduling
  - Topic A: Task links
  - Topic B: Task relationships
  - Topic C: Task options
- Resource management
  - Topic A: The base calendar
  - Topic B: Resources and calendars
  - Topic C: Project costs
- Views and tables
  - Topic A: Working with views
  - Topic B: Working with tables
- Filters, groups, and sorting
  - Topic A: Filters
  - Topic B: Groups
  - Topic C: Sorting tasks and resources

- Finalizing the task plan
  - Topic A: Finalizing schedules
  - Topic B: Handling resource conflicts
- Using templates and importing data
  - Topic A: Working with templates
  - Topic B: Creating projects from other programs
- Managing a project
  - Topic A: Setting baselines
  - Topic B: Updating an active project
  - Topic C: Monitoring progress
- Analyzing and adjusting the plan
  - Topic A: Analyzing the plan
  - Topic B: Delays and conflicts
  - Topic C: Team Planner view
- Working with reports
  - Topic A: Standard reports
  - Topic B: Visual reports
- Customizing Project
  - Topic A: Custom views
  - Topic B: Macros
  - Topic C: Gantt chart formatting
  - Topic D: Custom fields
- Managing multiple projects
  - Topic A: Consolidating and sharing projects
  - Topic B: Sharing resources among projects
- Exchanging project information
  - Topic A: Collaboration
  - Topic B: Hyperlinks
  - Topic C: Exporting to Office applications