



LEARNING WITH MICROSOFT PROJECT

BY ELITE INDIGO



***Walk away with a list of Microsoft Project “quick wins” cases
you can start right away in the organization!***

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Learning With Microsoft Project

• Program Overview

Microsoft Project is a powerful tool designed to assist project managers in planning, executing, and monitoring their projects with precision and efficiency. Participants will learn how to create detailed project plans, manage tasks and resources, and track project progress. By understanding the core features and functionalities of Microsoft Project, attendees will be able to streamline their project management processes, ensuring projects are completed on time and within budget.

• Learning Objectives

By the end of the programme, participants will be able to:

- Learn to navigate the Microsoft Project interface
- Understand how to define task relationships, set durations and dependencies
- Gain skills in adding and assigning resources, managing resource availability

• Training Methodology

Interactive group discussions, lectures, exercises, case studies and sharing of real-world experiences.

• Who Should Attend

Senior managers, managers, and executives from all business units

- **Duration** Two(2) Full-Day Workshops;

- **Preacquisition** None



Learning With Microsoft Project

• Course Outline

Day 1

Lesson 1: Getting Started with Microsoft Project Topic

- Explore the Microsoft Project 2010 Environment Topic
- Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan Topic

- Create a Project Plan Topic
- Assign a Project Calendar Topic
- Add Tasks to a Project Plan Topic
- Enter the Task Duration Estimates Topic
- Add Resources to a Project Plan Lesson

Lesson 3: Managing Tasks in a Project Plan Topic

- Outline Tasks Topic
- Link Dependent Tasks Topic
- Set Task Constraints and Deadlines Topic
- Add Notes to a Task Topic
- Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan Topic

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

Lesson 5: Finalizing a Project Plan

- Shorten a Project Using the Critical Path Topic
- Set a Baseline Topic
- Print a Project Summary Report



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Day 2

Lesson 1: Exchanging Project Plan Data with Other Applications Topic

- Import Project Information Topic
- Export Project Plan Cost Data to an Excel Workbook Topic
- Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

- Enter Task Progress Topic
- Enter Overtime Work Topic
- Edit Tasks Topic
- Reschedule a Task Topic
- Filter Tasks Topic
- Set an Interim Plan Topic
- Create a Custom Table Topic
- Create a Custom Field

Lesson 3: Managing Project Costs Topic

- Update Cost Rate Tables Topic
- Group Costs Topic
- Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually Topic

- Create a Visual Report Topic
- Customize a Visual Report Topic
- Create a Visual Report Template

Lesson 5: Reusing Project Plan Information Topic

- Create a Project Plan Template Topic
- Create a Custom View Topic
- Make Custom Views Available to Other Project Plans Topic
- Share Resources Topic
- Create a Master Project



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