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| Course: | Microsoft Project 2019 |
| Guided Learning Hours: | 32 |
| Pre-requisite: | Computer Literacy; Project Management knowledge and/or prior experience would be considered assets but not strict prerequisites. |

Abstract

This course is designed to give participants an understanding of core Project Management concepts and best-practices; and execute step-by-step processes to create dynamic Microsoft Project 2019 plans that are easy to update and maintain throughout the projects' life cycles.

Target Audience

This program is geared towards Project Managers, Team Members and Administrators, Events Planners, Executives and Office Managers, Undergraduate and Post Graduate Students, Self-taught users desirous of enhancing their knowledge and interested members of the general public

Learning outcomes

On completion of this course, learners will be able to:

1. Navigate the Project 2019 screen interface; and relate key Project Management concepts and best practices in electronically drafting a Project Plan.
2. Perform basic scheduling functions in Project 2019 such as building tasks lists, setting up resources, assigning resources to tasks, format the project plan and track progress.
3. Use advanced scheduling techniques to fine-tune and organize task, resource, assignment and project details; and track and report on assignments and project status.

4. Apply advanced formatting, print and share the project plan and its individual elements; Import and export to and from other programs; and consolidate projects and resources.

Course Content

1. Navigate Project 2019 and relate key Project Management concepts.

- Navigate the Project 2019 screen interface including the Backstage View, Gantt Chart View and other Project Views; Customize interface elements such as the Ribbon Tabs and Quick Access Toolbar; Relate key Project Management concepts and best practices such as the (Time/Scope/Cost) Project Triangle, Work Breakdown Structure (WBS), and balancing project constraints in electronically drafting a Project Plan.

2. Perform basic scheduling functions in Project 2019

- Enter task names, durations, and milestones; Create summary tasks and linked dependencies; Switch to manual or automatic task scheduling; Check the plan's duration and finish date; Enter work resource names, capacities, and pay rates; Enter cost resources; Adjust resource calendars; Document tasks and resources with notes; Assign work and cost resources to tasks; Customize and Print Gantt Charts, Timeline Views, and Reports; Save baselines and track scheduled plans; Enter completion percentages/ actual values.

3. Use advanced scheduling techniques in Project 2019

- Set task relationships and constraints; adjust task link relationships; Interrupt work on a task; Adjusting work times and setting up task types; Enter deadline dates, fixed costs and recurring tasks; View the project's critical path; Schedule summary tasks manually; Enter resource availability, multiple pay rates, and material resources; Delay the start of assignments; Apply contours, different pay rates and material resources; View Resource Capacity; Examine and resolve resource allocations and overages; Check plan cost and finish date; Sort, group, and filter Project details, Create new tables and views; Update Baselines; Tracking actual, remaining and time phased work; Examine and troubleshoot task and resource cost problems.

4. Apply advanced formatting, print and share the Project 2019 plan

- Format Gantt charts, Timelines, Network Diagrams and Calendar views for printing and exporting; Generate custom reports and format its tables and charts; Share custom elements between Project plans; Record and edit Macros; Copy Project data to other programs; Open other file formats in Project, and save other file formats from Project, Generate visual reports with Excel 2019 and Visio 2019; Create and view assignment details in Resource Pools; Use sharer plans and link new plans to a resource pool; Update all plans' working times; Consolidate plans; and create dependencies between plans.

Assessment Criteria

| In order to achieve Learning Outcome... | The Learner must... |
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| 1. Navigate Project 2019 and relate key Project Management concepts. | – Define core Project Management terms; Create a Project; demonstrate the ability to comfortably navigate the Project 2019 user interface; and customize screen elements to suit their needs. |
| 2. Perform basic scheduling functions in Project 2019 | – Complete an exercise entering a task list and resource sheet into Project 2019; then establish tasks phases and create relationships; and finally assign resources to tasks; and set non-working days. |
| 3. Use advanced scheduling techniques in Project 2019 | – Modify an existing project by entering deadline dates, fixed costs and multiple pay rates. Then resolve an overallocated resource by reducing work hours in accordance with the standard work week. |
| 4. Apply advanced formatting, print and share the Project 2019 plan | – Import a task list saved in an Excel workbook into Project 2019 and then export a resource sheet from Project to Excel. Create a resource pool and link two projects to that pool. |

Essential Learning Resources:

Textbook

Microsoft Project 2019 Step By Step

Websites

www.microsoft.com/learning