



## Course Outline

### ***Microsoft Project 365: Creating and Managing Projects***

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**Days:** 2

**Prerequisites:** Windows Introduction or equivalent experience. Project management knowledge recommended and being familiar with terms such as Gantt Chart, PERT Chart, task, critical path, and resources.

**Overview:** During this two-day course, students will learn how to use Microsoft Project to assist them with planning and creating a project and how to use Microsoft Project to manage a project plan after the project has begun. This course meets the Microsoft Proficiency Guidelines for Project at the Expert level.

### **Day 1: Creating a Project**

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#### **Unit 1: Project basics**

- Project management concepts
- Exploring the Project window
- Using Help
- Working with a project file
- Closing a file and exiting Project

#### **Unit 2: Working with tasks**

- Creating a task list
- Modifying a task list
- Creating the Work Breakdown Structure
- Customizing WBS codes

#### **Unit 3: Scheduling tasks**

- Setting up task links
- Task Relationships
- Working with advanced task options

#### **Unit 4: Managing resources**

- Creating a base calendar
- Working with resources and calendars
- Working with Project costs

#### **Unit 5: Views and tables**

- Working with views
- Working with tables

#### **Unit 6: Filtering, grouping, and sorting**

- Working with filters
- Working with groups
- Sorting tasks and resources

#### **Unit 7: Finalizing the task plan**

- Finalizing the schedule
- Resolving resource conflicts

## Day 2: Managing a Project

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### Unit 8: Templates and importing data

- Working with templates
- Creating projects from other programs

### Unit 9: Managing a project

- Setting baselines
- Updating an active project
- Monitoring progress

### Unit 10: Analyzing and adjusting the plan

- Analyzing the plan
- Delays and conflicts
- Team planner view

### Unit 11: Working with reports

- Standard reports
- Visual reports

### Unit 12: Customizing project environment

- Creating custom views
- Creating macros
- Gantt chart formatting
- Custom fields

### Unit 13: Managing multiple projects

- Consolidating and sharing projects
- Sharing resources across projects

### Unit 14: Exchanging project data

- Collaboration
- Hyperlinks
- Exporting data to other Office applications