INTRODUCTION TO SCHEDULING WITH MICROSOFT PROJECT

Course Overview
Microsoft Project is a scheduling software designed to help you manage the complexities of delivering a project successfully. This course teaches the core techniques needed to create a basic, working project schedule using Microsoft Project 2013. Learn to edit and organize your project, assign resources to tasks and use Project views to get information about your project. This course also explains how to fine tune your plan to make sure deadlines are honored and to reduce or eliminate overallocated resources. In the course, your schedule will go from planning to execution and the completion of tasks will be tracked. Your instructor will deliver this course in a best-practices format to ensure that no matter how little experience you have in Project, you will know the best way to use this software to effectively manage your project.

Target Student
New to Microsoft Project, Experienced user who wants to fine tune their skills, Microsoft Project certification candidate, project manager, project team member, project contributor, scheduler, others interested in Microsoft Project.

PMI & Microsoft Certification Mapping
Course hours will count as Education Hours for individuals who are pursuing a certification (e.g. CAPM® or PMP®). Course hours will count as Professional Development Units (PDUs) for individuals who are already certified. This course along with the course Advanced Scheduling with Microsoft Project cover the topics for Exam # 74-343 Managing Projects with Microsoft Project 2013.

Delivery Method
Live, instructor-led. Course may be conducted on-site at a customer location for private instruction.

Course Instructors & Accreditation
Advisicon is a PMI® Registered Education Provider (R.E.P.) and an accredited Microsoft Gold Certified Partner. This course will be taught by an experienced Advisicon instructor, all of whom are industry experts in the field of project management and PMP Certified. Read more about the Advisicon instructors.
Course Materials

This course includes a complimentary copy of Advisicon’s *Introduction to Scheduling with Microsoft Project* and a *Project Management Lifecycle* flowchart.

High Level Agenda

- Overview of Project Management
- Overview of Microsoft Project
- Start a Project
- Task Development
- Estimating, Linking, and Lead and Lag
- Constraints and Deadlines
- Resources
- Work Assignments
- Fine Tune the Project Schedule
- Baseline and Tracking
- Printing and Reporting

Hands On Exercise

Students will be building, managing, troubleshooting, optimizing, and tracking a Microsoft Project schedule in the class. Students can follow the instructor example or select their own project to work with.

Student Learning Objectives

- Learn about project management general principles and how scheduling software supports that
- Learn about Microsoft Project as a database and how to be successful with the software
- Navigate through views using shortcut methods
- Apply best practices to start schedules including using templates, settings options, and configuring the calendar
- Develop a task list with an outline structure and the appropriate scheduling type
- Develop a schedule with estimates and create different types of dependencies/links
- Differentiate between deadlines and constraints and apply best practices
- Define and create the three types of resources
- Create simple work or duration task assignments
- Analyze and optimize the schedule by configuring views, identifying the critical path and finding over allocated resources
- Define and set a baseline and track task progress
- Customize the printout, run reports, and create PDF output

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