

[Microsoft Office Training >](#)

## Microsoft Project Introduction

Hands-On Course 3702 • 3 Days Attendee Rating ★★★★★



### You Will Learn How To:

- Leverage Microsoft Project to plan and manage project schedules and resources
- Optimise plans and organise calendars
- Track progress and monitor variances between targets and actuals
- Assign resources to tasks and troubleshoot overallocation conflicts
- Create reports and dashboards to effectively share project data





### Truly Hands-On Experience:

- Creating project plans, tasks and milestones
- Constructing and changing dependencies
- Controlling project, task and resource calendars
- Setting baselines and tracking progress
- Managing resource availability and resolving overallocations
- Generating basic and dynamic reports
- Use of **AdaptLearn™ Exercises**, PLUS access to **Computing Sandbox™**

About This Course: Microsoft Project provides a flexible and intuitive solution to help you gain control of your projects. In this course, you learn to effectively create a project plan, track progress, adjust resources and generate dynamic reports in a hands-on learning environment.

 [Send to a Colleague and/or Manager](#)

[See All Courses in this Topic Area](#)

 [Request Info](#)  [PDF / Print](#)

[See All 1-DAY EXPRESS COURSES](#)

▼ [Course Content](#) ▶ [Tuition & Benefits](#) ▶ [Certification-Credits](#) ▶ [FAQ](#)

Microsoft Project Introduction

[Hands-On Course 3702 • 3 Days](#)

### Many Ways to Attend this Course...

Attend this live, instructor-led course **In-Class** or **LIVE, Online** from your **Home, Work** or nearest **AnyWare Centre** using **AnyWare™**

[AnyWare Learning Centres](#) +

Course  
Dates  
3 Days

Course Attendance Method

Attend Live from  
Home, Work or  
AnyWare Centre

Attend Live  
In-Class

STEP 1

Select  
Your Date:

STEP 2

Select Method:  
AnyWare ← OR → Classroom

TO ENROL

Morning Start – UK Dates 9am-4:30pm GMT

Jul 20 - 22 AnyWare London

Nov 9 - 11 AnyWare London

Afternoon Start – US Dates 2pm - 9:30pm GMT

Feb 17 - 19 AnyWare New York

Feb 24 - 26 AnyWare Herndon/Reston

Mar 16 - 18 AnyWare Rockville

May 11 - 13 AnyWare Herndon/Reston

Jun 15 - 17 AnyWare New York

Jul 6 - 8 AnyWare Herndon/Reston

Sep 14 - 16 AnyWare Rockville

Oct 5 - 7 AnyWare Herndon/Reston

Oct 12 - 14 AnyWare New York

## Introduction to Microsoft Project

- Overview of project management concepts that apply to Microsoft Project
- Introducing the Microsoft Project interface
- Customising the Ribbon and Quick Access Toolbar

## Creating a New Project Plan

### Building a project plan

- Producing a Work Breakdown Structure (WBS)
- Entering tasks, summary tasks and milestones
- Estimating and entering task duration
- Establishing relationships between tasks
- Working with different types of dependencies
- Adjusting the project schedule to target specific dates

### Scheduling essentials

- Leveraging manual and automatic scheduling
- Conceptualising and identifying the critical path
- Analysing and managing the schedule

### Optimising the project plan

- Implementing lag and lead
- Applying deadline dates to the project plan
- Setting, locating and removing task constraints
- Managing master and subprojects

## Controlling Your Project Plan

### Configuring calendars

- Creating new and updating existing calendars
- Analysing the relationship between project, task and resource calendars
- Changing default calendar options

### Applying calendars to projects, tasks and resources

- Assigning calendars appropriately
- Updating your project plan due to calendar changes

### Sharing project calendars

- Saving calendar changes to the Global template
- Sharing and organising calendars

## Keeping Your Project on Track

### Preparing for tracking

- Validating the project plan
- Establishing the baseline

### Tracking task progress

- Identifying key steps in the tracking process
- Updating the project plan with tracking data
- Analysing variance against the project plan
- Creating graphical status indicators

### Troubleshooting schedule problems

- Reviewing project task updates for timeline problems
- Resolving issues with the project schedule

## Managing Project Resources and Assignments

### Creating and assigning resources

- Defining work, material and cost resources
- Assigning resources to tasks

### ✔ Guaranteed to Run

You can be sure that all courses marked with an ✔ icon are absolutely guaranteed to run.

### 🕒 Afternoon Start Time event



## Tuition Fees & Savings Plans

Take advantage of our Multi-Course Tuition Fee Savings Plans. [Learn more »](#)



### Enrol in Your Learning Tree Course with Peace of Mind

- ▶ The tuition fee for your course is NOT DUE until a month after you attend.
- ▶ There are NO FEES for Rescheduling or Cancelling your course at ANY time.
- ▶ Your satisfaction is 100% Guaranteed ... or you pay no tuition fee.



FREE ATTENDEE

## BENEFITS!



**My Learning Tree**  
Your Personal Training Account



**FREE After-Course Instructor Coaching**



**AdaptaLearn™**  
Hands-On Learning System



**FREE Computing Sandbox™**  
For Practice & Experiments



**Questions? Call an Attendee or an Instructor**

Learn more about these and other FREE Benefits, [Click Here](#) or Call **0800 282 353**



- Utilising budget resources
- Configuring resource pools

#### Managing and tracking resource assignments

- Troubleshooting resource assignments
- Investigating and resolving resource overallocations
- Tracking assignment progress
- Leveraging the Usage views to manage assignments

#### Analysing Project Data and Preparing Reports

##### Identifying communication needs

- Defining stakeholder groups
- Identifying project communication requirements

##### Creating reports

- Examining basic and dynamic report types
- Designing dashboard indicator reports
- Building custom tables, filters and reports
- Creating Visual Report templates
- Automating reporting tasks via macros

##### Interacting with other applications

- Sharing data using the Timeline view
- Overview of collaboration features
- Employing import and export maps

Who Should Attend +

Related Courses +

Training Hours +

## You can bring this course on-site to your organisation

Bring Learning Tree Training to your workplace with our On-Site Training Solution. [Learn more »](#)



"MS Project is a perfect tool to track projects and manage resources. Thank you Learning Tree for the MS Project 2010 course that taught me the tools I needed to resolve an issue in my office...I will be returning for more courses!"

– M. O'Shea  
Regulatory Health Project Manager  
FDAExport Development Canada

### Recently Viewed Courses:

- Getting to Know AngularJS
- Developing Offline Applications with HTML5
- Getting Started with HTML
- Programming Graphics & Multimedia in HTML5 & CSS3
- Improving Usability, Accessibility & SEO with HTML5

### Attendees Who Took This Course Also Took:

- Project Management: Skills for Success
- PRINCE2®: Achieving Foundation & Practitioner Certification
- Management Skills for an IT Environment
- Project Time and Cost Management
- SharePoint Designer 2013: Workflows & Data-Driven Solutions

## TUITION FEE & SAVINGS

Standard Tuition Fee  
Returning Attendee Tuition Fee Savings  
1-DAY EXPRESS Course Tuition Fee  
Multi-Course Tuition Fee Savings Plans  
Hassle-Free Enrolment

## HELP & INFORMATION

Customer Service  
Why Choose Learning Tree  
Meet Our Instructors  
Training Hours  
Training Locations  
Careers  
Contact Us  
Privacy Policy  
Terms and Conditions

## USEFUL LINKS

Skills Assessments  
Team Training Solutions  
Course Scheduling Tool  
Course Index  
FREE Resources  
Attendee Benefits  
Download Our Catalogue

## STAY CONNECTED





Learning Tree International | Leatherhead House, Station Road | Leatherhead, KT22 7FG | 0800 282 353

© Learning Tree International, Inc. All trademarks are owned by their respective owners. [Click here for details.](#)

Choose Your Country:

