

MSPJ-1 - MOC 55301 - MASTERING MICROSOFT PROJECT 2019

Categoria: **Project**

INFORMAZIONI SUL CORSO



Durata:
3 Giorni



Categoria:
Project



Qualifica Istruttore:
Microsoft Certified
Trainer



Dedicato a:
Utente Esperto



Produttore:
Microsoft

OBIETTIVI

- Understand the discipline of project management as it applies to using Microsoft Project 2019.
- Create a Work Breakdown Structure.
- Identify Task Types & Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Create Projects from templates, Excel files.
- Create Global templates.
- Create formulas and graphical indicators.
- The steps to record a macro.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set up a Project with a Calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.
- Be able to create a master project list with shared resources.

PREREQUISITI

Non ci sono prerequisiti per questo corso, tuttavia è utile avere conoscenze di base relative alla gestione dei progetti.

CONTENUTI

Module 1: Introduction to Microsoft Project

- Describe how Project relates to the discipline of Project management.
- Learn what the new features are in Project 2019.
- Navigate to the primary views available using the Ribbon.
- Choose Views that display task, resource, or assignment information.
- Select table within views to change the information that is available to see and edit.
- Relate the features of Project to the 5 steps for building a plan in Project.

- Learn new accessibility features in Project

Lab 1: Introduction to Mastering Microsoft Project

- Learn how to change views from a table to a chart.
- Learn the different subcommands that are under each command groups.
- Learn what functions are under the format tab.
- Learn how to access the backstage.

Module 2: A Quick and Easy Overview of Managing with Project

- Create a new project and prepare it for data entry.
- Enter project tasks.
- Sequence the tasks.
- Define resources.
- Estimate Task duration and assign resources.
- Baseline the project.
- Track project progress.

Lab 1: Creating a Basic Project with a template

- Learn how to create a project plan from a template.
- Learn how to turn off the timeline.
- Learn how to change the project start date.
- Learn how to add holidays to the company calendar.

Lab 2: Creating a Basic Project

- Learn how to add resources and their cost.
- Learn how to switch views.
- Learn how to insert summary tasks.
- Learn how to link tasks and summary tasks.

Module 3: Setting Up a Project

- Use multiple methods to create a new project from an Excel file and a SharePoint Tasks list.
- Establish one or more calendars to constrain resource availability.
- Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.

Lab 1: Setting Up a Project

- Learn how to add Holidays to the company calendar.
- Learn how to make a custom calendar.
- Learn how to set the Project Start date.
- Learn how to set constraints.

Module 4: Manually Schedule vs. Auto Schedule

- Students practice switching tasks between Manually Schedule and Auto Schedule modes. By switching modes, students learn the impact made on the project schedule and the individual tasks.

Lab 1: Explore Task Modes

- Describe which project functions are turned off for tasks using Manually Schedule mode.
- Change the task mode from Manually Schedule to Auto Schedule and back.
- Identify tasks that are in Manually Schedule mode by the task mode column and shape on the Gantt chart.
- Describe situations that are particularly appropriate for using Manually Schedule.

- Describe the limitations that a user must be aware of when using Manually Schedule mode.

Module 5: Creating a Work Breakdown Structure

- Build and use summary and subordinate tasks.
- Understand and use milestones.
- Develop WBS Outlines.
- Assign completion criteria.
- Evaluate the WBS.
- Understand and use WBS templates.

Lab 1: Manipulate a WBS

- Learn how to create and manipulate WBS.
- Learn how to utilize an Outline.
- Learn how to create notes within tasks.

Lab 2: Supporting the Project Plan

- Learn how to hyperlink project artifacts to your project plan.
- Learn how to create reoccurring tasks.

Module 6: Identifying Task Relationships

- Understand the different types of task relationships.
- Understand and use various methods to create relationships.
- Determine and display task sequence.
- Understand and use lag, lead, and delay.
- Understand the new feature of Task Paths.

Lab 1: Display the sequence

- Identify the different ways to create dependent relationships
- Format a Network diagram.
- Modifying dependency lines.
- Modifying items to be shown on the critical path.

Module 7: Defining Resources within Project

- Define resource types.
- Define individual resources that will be used on the project.
- Record the cost (s) of using each type of resource.
- Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.

Lab 1: Resource Calendar and Availability

- Add holidays to a standard calendar.
- Applying different types of calendars to a project and analyzing the impact to the project schedule.
- Applying vacation schedules to the calendar.
- Replace resources based upon the resource's calendar.

Module 8: Making Work Package Estimates

- Enter estimates for duration and costs for each task.
- Distinguish between task types and describe when each is appropriate.
- Describe the relationship between work, units, and duration.

- Describe the way Effort Driven scheduling is affected by work, units, and duration.
- Assign tasks to resources using the Team Planner view.

Lab 1: Work, Duration and Labor

- Analyze the impact of duration, work, and labor.
- Create material resources and assigning cost to the resource.
- Understand how to leverage Project statistics
- Apply a material resource to a task and examine the impact to project costs.

Module 9: Creating an Initial Schedule

- Calculate float and identify a project's critical path.
- Understand and identify task constraints.
- Create milestones.
- Use the Task Inspector to troubleshoot the initial schedule.

Lab 1: Calculating an Initial schedule

- Reviewing changes that can have a positive or negative impact on the project plan.

Module 10: Create a Resource Leveled Schedule

- Adjust a project schedule to account for limited people and other resources.
- View the overall cost and schedule of a project.
- Identify resources that have been overallocated for a project schedule.
- Use multiple ways to adjust tasks and assignments to remove over allocation for any resource.

Lab 1: Resource Leveling

- Evaluate the project's resource plan using the resource views.
- Adjust the schedule manually.
- Adjust the schedule using the leveling feature.

Module 11: Managing the Project

- Learn how to set a baseline.
- Learn how to enter and track project performance data.
- Learn how to apply different tracking methods.
- Learn how to perform a variance analysis on a project.
- Learn how to Reschedule Work
- Learn how to inactivate tasks
- Learn how to synch projects to SharePoint

Lab 1: The Baseline

- Use Project Statics to see the changes in a project plan.
- Use the variance tables to understand the changes in a project plan.
- Understand the value of baselining.

Lab 2: Baselining & Tracking Performance

- Understand the value of Baselining a project.
- Understand how to Enter Actuals and measuring their impact.

Lab 3: Variance

- Understand how variance is calculated with cost, finish and work.

Module 12: Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting
- Other File Formats

Lab 1: Use the Grouping Feature

- Create new fields to group.
- Create new group fields.
- Create new views.

Lab 2: Create Visual Reports in Project 2019

- Learn how to leverage Microsoft Project's View Report features.
- Learn how to create a Visual Report.

Module 13: Managing Multiple Projects

- Learn how to use common resources among multiple projects.
- Learn how to link tasks between multiple projects.
- Learn how to create a consolidated view of multiple projects.

Lab 1: Identifying Overallocated Resources from a Resource Pool and Consolidated File

- Learn how to create a master project file.
- Open Resource Pool.

Module 14: Advanced Topics

- Learn how to customize the Ribbon and the Quick Access Toolbar.
- Learn how to customize WBS numbering.
- Learn the concepts of Formulas and Graphical indicators.
- Learn the purpose of the Global template and Organizer.
- Learn how to record a Macro.

Lab 1: Recording a Macro in Microsoft Project

- Learn how to create a macro that will automate a process.

INFO

Materiale didattico: Materiale didattico ufficiale Microsoft in formato digitale

Costo materiale didattico: 210 € incluso nel prezzo del corso a Calendario

Natura del corso: Operativo (previsti lab su PC)