
Microsoft Project Training Course Outline (18 Hours)

Module 1: Introduction to Microsoft Project (2 Hours)

- Overview of Project Management Concepts
- Introduction to Microsoft Project Interface
- Customizing the Ribbon and Quick Access Toolbar
- Creating a New Project Plan

Module 2: Setting Up a Project (2 Hours)

- Defining Project Calendars
- Setting Up Project Information
- Creating and Organizing Tasks
- Auto-Scheduled vs. Manually Scheduled Tasks
- Milestones and Summary Tasks
- Importing Task Information

Module 3: Task Management (2 Hours)

- Creating a Work Breakdown Structure (WBS)
- Linking Tasks and Setting Dependencies
- Adding Constraints and Deadlines
- Managing Task Durations and Effort

Module 4: Resource Management (3 Hours)

- Defining Resources (Work, Material, Cost)
- Assigning Resources to Tasks
- Managing Resource Availability and Costs
- Resource Leveling and Allocation

Module 5: Tracking and Managing the Project (3 Hours)

- Setting Baselines and Interim Plans
- Updating Project Progress
- Tracking Task and Resource Status
- Managing Variances and Slippages

Module 6: Advanced Features (2 Hours)

- Customizing Views and Tables
- Using Filters, Groups, and Sorts
- Creating and Managing Custom Fields
- Utilizing Macros for Efficiency

Module 7: Reporting and Analysis (2 Hours)

- Generating Standard Reports
- Customizing Reports and Dashboards
- Exporting Data to Excel and Other Formats
- Analyzing Project Performance

Module 8: Practical Application and Case Studies (2 Hours)

- Hands-on Exercises and Real-World Scenarios
- Group Activities and Discussions
- Q&A and Troubleshooting Common Issues

This outline covers the essential aspects of Microsoft Project, ensuring participants gain a comprehensive understanding and practical skills to manage projects effectively.