MSPJ-1 - MOC 55301 - MASTERING MICROSOFT PROJECT 2019

Categoria: **Project**

INFORMAZIONI SUL CORSO

Durata:	Categoria:	Qualifica Istruttore:	Dedicato a:	Produttore:
3 Giorni	Project	Microsoft Certified Trainer	Utente Esperto	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.
- Lean 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)