

Project 2019 – Level 1

TABLE OF CONTENTS

PROJECT 2019 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN PROJECT 2019?

LESSON 1 - THE BASICS

1.1 UNDERSTANDING PROJECT MANAGEMENT

1.2 LAUNCHING MICROSOFT PROJECT

1.3 THE PROJECT ENVIRONMENT

1.4 CREATING A NEW PROJECT

1.5 ENTERING PROJECT INFORMATION

1.6 CREATING A PROJECT CALENDAR

1.7 SAVING AND CLOSING A PROJECT

1.8 OPENING AN EXISTING PROJECT

1.9 HIDING THE RIBBON

1.10 SETTING PROJECT OPTIONS

1.11 CREATING A NEW PROJECT FROM A TEMPLATE

1.12 USING TELL ME TO OBTAIN HELP

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH TASKS

2.1 ENTERING TASKS

2.2 EDITING TASKS

2.3 REARRANGING TASKS

2.4 INSERTING AND DELETING TASKS

2.5 ADDING A PROJECT SUMMARY TASK

2.6 OUTLINING TASKS

2.7 ADDING A RECURRING TASK

2.8 DISPLAYING WBS CODES

2.9 CUSTOMIZING WBS CODES

2.10 DISPLAYING THE TASK SUMMARY NAME

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - LINKING & SCHEDULING TASKS

- 3.1 ABOUT TASK RELATIONSHIPS
- 3.2 LINKING TASKS
- 3.3 ADDING LEAD TIME AND LAG TIME
- 3.4 CHANGING TASK DEPENDENCY
- 3.5 SPLITTING TASKS
- 3.6 SETTING TASK TYPE
- 3.7 SETTING TASK CONSTRAINTS
- 3.8 SETTING MILESTONE TASKS
- 3.9 SETTING TASK DEADLINES
- 3.10 INSPECTING A TASK
- 3.11 WORKING IN NETWORK DIAGRAM VIEW

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - RESOURCES & COSTS

- 4.1 ENTERING RESOURCES
- 4.2 CREATING A RESOURCE CALENDAR
- 4.3 ASSIGNING RESOURCES TO TASKS
- 4.4 FILTERING RESOURCES
- 4.5 EFFORT-DRIVEN SCHEDULING
- 4.6 ENTERING RESOURCE COSTS
- 4.7 ENTERING FIXED COSTS
- 4.8 USING THE COST TABLE

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH VIEWS

- 5.1 WORKING IN CALENDAR VIEW
- 5.2 FORMATTING A GANTT CHART
- 5.3 USING MORE VIEWS
- 5.4 USING SPLIT VIEWS
- 5.5 USING TASK USAGE & RESOURCE USAGE VIEWS
- 5.6 SORTING TASKS & RESOURCES
- 5.7 USING AUTOFILTERS
- 5.8 USING TABLES
- 5.9 USING TASK BOARD VIEW
- 5.10 PRINTING A VIEW
- 5.11 USING PROJECT'S AGILE FEATURES
- 5.12 USING TEAM PLANNER VIEW

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - FINALIZING THE PLAN

- 6.1 VIEWING THE CRITICAL PATH
- 6.2 IDENTIFYING SLACK IN A PROJECT
- 6.3 SAVING A BASELINE PLAN
- 6.4 SAVING AN INTERIM PLAN
- 6.5 OVERALLOCATED RESOURCES
- 6.6 LEVELING OVERALLOCATED RESOURCES

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

CLASS PROJECT – A NEW VIDEO STORE

INDEX