



# Online Microsoft Project 2019 Course

120 Hours / 6 Months

## Course Description

From the construction industry to the information technology sector, project managers are using Microsoft Project to plan, track, and collaborate on business projects. Staying up-to-date with this project management software is important for your professional success.

This online project management course will train you to use Microsoft Project 2019. After learning the software's functions through interactive assignments and milestone quizzes, you will create a master project plan for your capstone. In addition, this course will provide training hours for PDUs needed to maintain PMI qualified certifications.

Microsoft is a global leader in software development and technology solutions. Microsoft programs such as Excel, Word, Outlook, and PowerPoint are used both at home and at work. Microsoft provides certifications in these programs that range from beginner to expert level, helping professionals realize their full potential. Whether you want to learn a single program or the entire Office Suite, completing a Microsoft-certified course is the first step.

## Hardware Requirements

- This course must be taken on a PC. A Mac OS is not compatible.

## Software Requirements

- PC: Windows 10 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Microsoft Project 2019 (not included in enrollment)
- Adobe Flash Player. [Click here](#) to download the Flash Player.
- Adobe Acrobat Reader. [Click here](#) to download the Acrobat Reader.
- All software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email.

## Prerequisites

There are no mandatory prerequisites prior to taking Microsoft Project 2019.

## Course Outline

MODULE	TOPICS COVERED
1: Course Introduction	<ul style="list-style-type: none"> <li>• Project in Action</li> <li>• Getting Setup</li> </ul>
2: Establishing A Good Project Management Foundation	<ul style="list-style-type: none"> <li>• Documentation</li> <li>• The Scope Statement</li> <li>• Understanding your Project Deliverables</li> <li>• The Work Breakdown Structure (Wbs)</li> </ul>
3: Schedule Terminology and Methodology	<ul style="list-style-type: none"> <li>• Scheduling Terms and Concepts</li> <li>• Schedule Analysis</li> <li>• Understanding Float</li> </ul>
4: Navigating To MS Project 2019	<ul style="list-style-type: none"> <li>• Ribbon Menu Navigation</li> <li>• The Backstage View</li> <li>• Templates</li> </ul>
5: MS Project Terminology	<ul style="list-style-type: none"> <li>• Views</li> <li>• Resource Views</li> <li>• Tables</li> <li>• Forms</li> </ul>
6: Understanding Default Settings	<ul style="list-style-type: none"> <li>• The Purpose of Default Settings</li> <li>• Finding Default Settings</li> <li>• File&gt;Options&gt;Schedule</li> <li>• File&gt;Options&gt;Save</li> </ul>
7: Setting Up Calendars	<ul style="list-style-type: none"> <li>• Base Calendars</li> <li>• Resource Calendars</li> <li>• Task Calendars</li> <li>• Tips and Guidelines</li> </ul>
8: Task Terminology & Creating Task List	<ul style="list-style-type: none"> <li>• Tasks Defined</li> <li>• More Tasks Defined</li> <li>• Creating a Task List</li> <li>• Organizing your Tasks</li> </ul>
9: Schedule Development	<ul style="list-style-type: none"> <li>• Types of Estimates</li> <li>• Modeling Tasks &amp; Relationships</li> <li>• Schedule Development</li> </ul>
10: Advanced Task Functionalities	<ul style="list-style-type: none"> <li>• Task Types and Calculations</li> <li>• Advanced Task Functionalities</li> <li>• Managing Deadlines</li> <li>• Task Information</li> </ul>
11: Introduction To Resources	<ul style="list-style-type: none"> <li>• Resource Terminology</li> <li>• Resource Types</li> <li>• Setting up a Resource Sheet</li> <li>• Best Practices for Setting up Work Resources</li> </ul>
12: Assigning Resources	<ul style="list-style-type: none"> <li>• Assigning Resources to Tasks</li> <li>• Work Resources and Calculations</li> <li>• Assigning Material and Cost Resources</li> <li>• Resource Planning Guidelines</li> </ul>

13: Managing Resource Assignments	<ul style="list-style-type: none"> <li>• Resource Graph View</li> <li>• Resource Usage View</li> <li>• Team Planner</li> </ul>
14: Customizing Project Views	<ul style="list-style-type: none"> <li>• Customizing Views</li> <li>• Sorts</li> <li>• Filters</li> <li>• Groups</li> </ul>
15: Project Plan Review	<ul style="list-style-type: none"> <li>• Sanity Check #1: Schedule Structure</li> <li>• Sanity Check #2: Project Scope</li> <li>• Sanity Check #3: Estimates and Resources</li> <li>• Sanity Check #4: Estimates and Resources</li> </ul>
16: Statusing Your Project	<ul style="list-style-type: none"> <li>• Baselines</li> <li>• Statusing Basics</li> <li>• Applying Actual Work with Statusing Methods</li> </ul>
17: Tracking Project Performance	<ul style="list-style-type: none"> <li>• Viewing Status</li> <li>• Reporting Status</li> <li>• Applying Earned Value</li> <li>• Getting Back on Track</li> </ul>
18: Format and Customize	<ul style="list-style-type: none"> <li>• Advanced Formatting</li> <li>• The Organizer</li> <li>• Making Macros</li> </ul>
19: Create Master Project Files	<ul style="list-style-type: none"> <li>• Importing and Exporting Project Data</li> <li>• Managing Multiple Projects</li> <li>• Sharing Resources Across Projects</li> </ul>