



Microsoft Project Course Syllabus

This Microsoft Project course is designed for professionals new to project scheduling and resource management using Microsoft Project. Participants will learn how to build a project from the ground up—starting with task creation and sequencing, assigning resources, and managing timelines. The course also covers how to monitor progress, address scheduling issues, and present project data in useful formats for stakeholders. Hands-on exercises throughout the session reinforce key concepts and provide practical experience with the software.

What you learn in this Microsoft Project class

- Navigating the Microsoft Project interface and setting up a new project
- Creating tasks, setting durations, and establishing task dependencies
- Assigning and managing resources, including work, material, and cost types
- Adjusting project calendars, constraints, and deadlines
- Tracking progress, updating schedules, and analyzing variances
- Identifying the critical path and managing task priorities
- Customizing Gantt charts and project views
- Generating and sharing reports with stakeholders
- Setting up recurring tasks and incorporating project milestones
- Managing project budgets and tracking actual vs. planned costs
- Using custom fields, filters, and views to highlight project data
- Importing, exporting, and integrating project data with Excel and other tools
- Creating reusable templates and configuring global project settings

Microsoft Project Course Topics

Getting Started with Microsoft Project

- Overview of Microsoft Project interface and navigation
- Understanding core project management concepts in context
- Creating a new project and setting basic properties
- Setting working time and project calendars

Task and Schedule Management in Project

- Entering tasks and setting durations
- Creating task dependencies and relationships
- Applying constraints and deadlines
- Understanding task types: Fixed Duration, Fixed Units, Fixed Work
- Effort-driven scheduling explained
- Setting up recurring tasks
- Adding project milestones
- Managing task and resource calendars

Resource and Cost Planning using MS Project

- Adding and assigning resources
- Managing resource availability, locations, and calendars
- Identifying and resolving resource overallocations
- Using resource leveling to resolve conflicts
- Assigning and managing cost rates
- Budgeting and tracking project costs

Schedule Tracking and Performance Monitoring

- Viewing and adjusting project schedules
- Setting baselines and comparing to actual values
- Identifying the critical path and slack time
- Tracking progress and updating tasks
- Performing variance analysis
- Introduction to Earned Value Analysis (EVA): CV, SV, CPI, SPI

Working with Multiple Projects and External Tools

- Creating master projects and inserting subprojects
- Sharing and managing a common resource pool
- Importing and exporting data
- Integrating with other applications

Customizing Views and Reporting in Microsoft Project

- Formatting Gantt charts and timeline views
- Creating and modifying views, tables, and filters
- Using custom fields
- Applying grouping and highlighting rules
- Creating and customizing built-in and visual reports
- Exporting and printing project reports for stakeholders

Project Templates and Global Settings

- Using and customizing built-in templates
- Creating reusable templates for standard projects
- Adjusting scheduling options and default settings in Project
- Managing project options and system-wide preferences