

**VIDEO COURSE INFORMATION**

**TITLE**

**Planning and Control Using Microsoft Project 365 and 2021 Including 2019, 2016 and 2013**

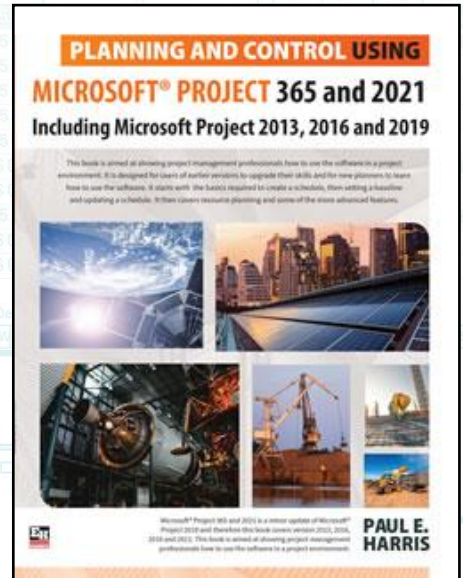
**OVERVIEW**

This course aims to teaching students how to plan and control projects with and without resources up to an intermediate level using Microsoft Project 365, 2021, 2019, 2016 and 2013.

**OBJECTIVES**

This course aims to teach participants:

- The user interface and how to create projects,
- Scheduling projects without resources,
- Filters layouts, printing and reports,
- Baselines and updating an un-resourced project,
- Creating and assigning roles and resources,
- Controlling projects with resources and costs.



**PRE-REQUISITES**

Students require access to a copy of Microsoft Project 2013 or later.

They should be working in a project environment and understand how projects are planned and controlled. This includes knowledge of the following subjects:

- Project management processes,
- How to plan a project including the development of a Work Breakdown Structure,
- Experience in the use of PCs and an understanding of the operating system.

**DELIVERY**

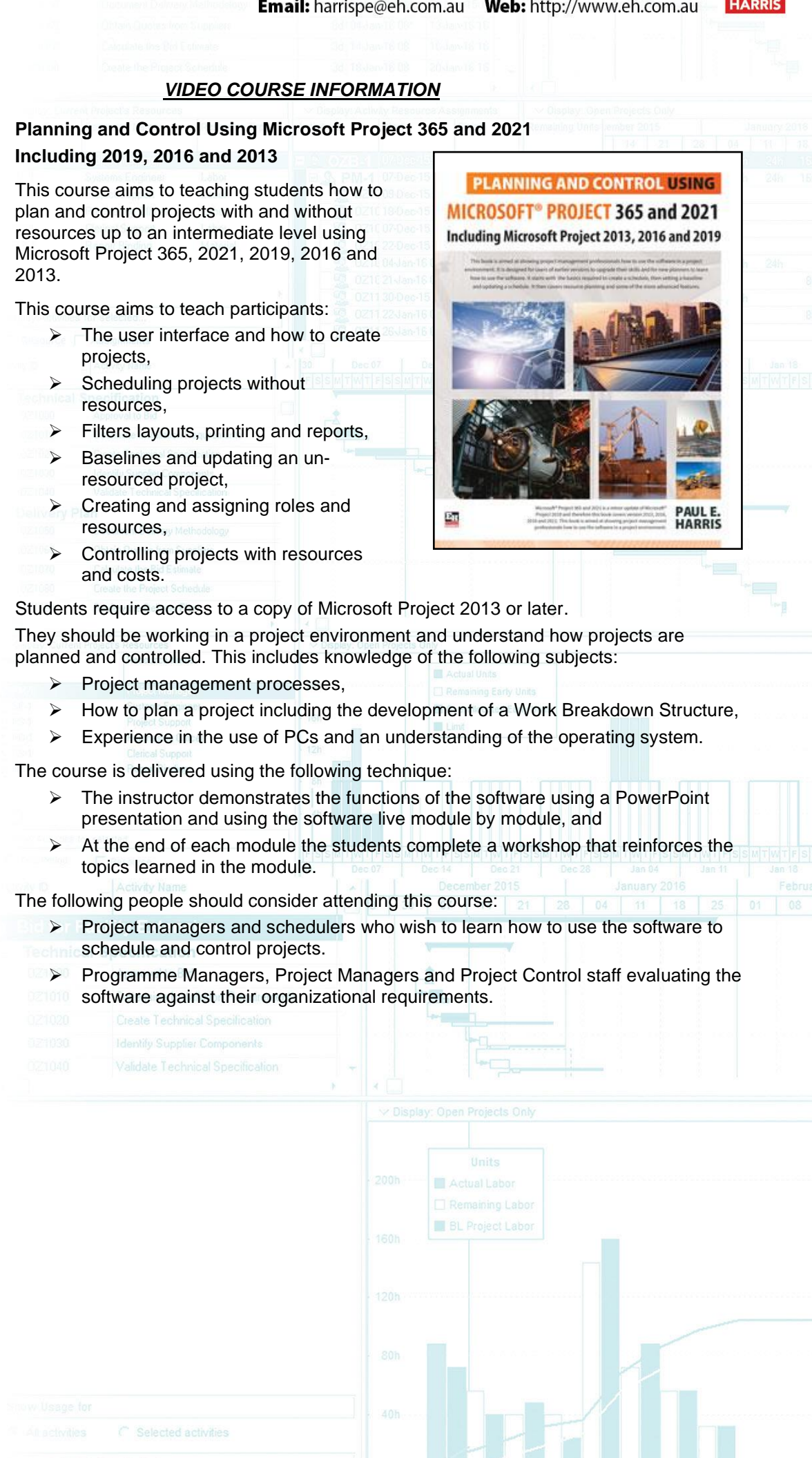
The course is delivered using the following technique:

- The instructor demonstrates the functions of the software using a PowerPoint presentation and using the software live module by module, and
- At the end of each module the students complete a workshop that reinforces the topics learned in the module.

**TARGET AUDIENCE**

The following people should consider attending this course:

- Project managers and schedulers who wish to learn how to use the software to schedule and control projects.
- Programme Managers, Project Managers and Project Control staff evaluating the software against their organizational requirements.





## **Planning and Control Using Microsoft Project 365 and 2021**

### **COURSE CONTENTS**

- 1 Introduction
- 2 Creating a Project Schedule
- 3 Navigation and Setting the Options
- 4 Creating Projects and Templates
- 5 Defining Calendars
- 6 Adding Tasks
- 7 Organizing Tasks Using Outlining
- 8 Formatting the Display
- 9 Adding Task Dependencies
- 10 Network Diagram View
- 11 Constraints
- 12 Filters
- 13 Tables and Grouping Tasks
- 14 Views and Details
- 15 Printing and Reports
- 16 Tracking Progress
- 17 Creating Resources and Costs
- 18 Assigning Resources and Costs to Tasks
- 19 Resource Optimization
- 20 Updating Projects with Resources