

## COURSE INFORMATION

### TITLE

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

### 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, 2013, 2016 and 2019.

### 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 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 in a classroom 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.

### OPTIONS FOR IN-HOUSE PRESENTATION

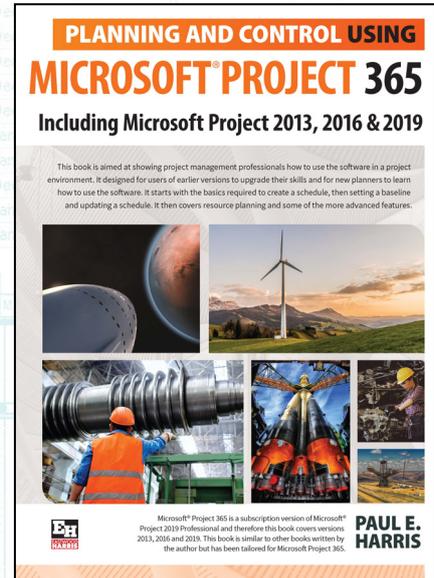
This training course is designed to be delivered as two-day course where the students complete workshops at the end of each chapter to reinforce the material taught in the lesson.

The courses may also be run as:

- A one-day introductory course where the students complete Day 1 of the training and learn to plan but not control a project and complete the student workshops.
- A one-day workshop where the whole content of the course is covered. The students do not complete the workshops, although any questions or issues the students have are explored during the course. This is a great way to bring self taught and casual users up to speed with some of the more difficult areas of the software.
- This course may also be shortened to meet any customer's requirement including the writing of specialized training material to suit a customer's method of operation.

### SAMPLE POWERPOINT SLIDE SHOWS AND BOOKS

Sample instructor PowerPoint slide shows and sample books may be downloaded from the Eastwood Harris Pty Ltd web site at [www.eh.com.au](http://www.eh.com.au).



# Planning and Control Using Microsoft® Project 365 Including 2013, 2016 & 2019

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## **COURSE CONTENTS DAY 1**

- 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

## **DAY 2**

- 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