MS Project

Day 1

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• Chapter 1 A Guided Tour of Project
o Use the Backstage view to share and manage Project files.
o Work with commands on different tabs of the ribbon interface.
o Apply different views to see information presented in different ways.
o Use reports to quickly communicate the status of your plan.
• Chapter 2 Creating a Task List
o Enter task names, durations, and start and finish values.
o Create milestone tasks.
o Create summary tasks to outline a task list.
o Link tasks to create task dependencies between them.
o Convert individual tasks to automatic scheduling, and then change the default to have new tasks automatically scheduled.
o Check a plan's overall duration and scheduled finish date.
o Enter task notes and hyperlinks.
• Chapter 3 Setting Up Resources
o Set up basic resource information for the people who work on projects.
o Adjust the maximum capacity of a resource to do work.
o Enter standard and overtime pay rates for work resources.
o Change a resource's working and nonworking time.
o Create cost resources for financial tracking.
o Record additional information about a resource in a note.
• Chapter 4 Assigning Resources to Tasks
o Assign work resources to tasks.
o Control how Project schedules additional resource assignments.
o Assign cost resources to tasks.
o Check on key schedule indicators for duration, cost, and work
• Chapter 5 Formatting and Sharing Your Plan
o Customize a Gantt chart view.
o Customize the Timeline view.
o Customize a report.
o Copy snapshots of views and reports to another application.
o Print views and reports.
• Chapter 6 Tracking Progress on Tasks
o Save current schedule values in a plan as a baseline.
o Record progress on tasks through a specific date.
o Record tasks' percentage of completion.
o Enter actual work and duration values for tasks.

Day 2

• Chapter 7 Fine-Tuning Task Details
o Enter deadlines for tasks.
o Enter a fixed cost for a task.
o Set up a recurring task.
o View the project's critical path.
o Enter a specific duration value for a summary task
• Chapter 8 Fine-Tuning Resource Details
o Set resource availability to change over time.
o Set up different pay rates for resources.
o Set up pay rates that will change over time for a resource.
o Set up a material resource.
• Chapter 9 Fine-Tuning Assignment Details
o Delay the start of a resource assignment.
o Control how a resource's work on a task is distributed over time by using work contours.
o Apply different cost rates for a resource to account for different kinds of work
performed by the resource.
o Assign a material resource to a task.
o View resources' capacities to do work.
o Adjust resource assignments in the Team Planner view (Project Professional only)
• Chapter 10 Fine-Tuning the Project Plan
o Look at how resources are scheduled to work over the duration of a project.
o Edit a resource assignment to resolve a resource overallocation.
o Resolve resource overallocations automatically.
o Check the plan's overall cost and finish date.
o Inactivate tasks so that they remain in the plan but have no effect on the schedule
(Project Professional only).
• Chapter 11 Organizing Project Details
o Sort task and resource data.
o Display task and resource data in groups.
o Filter or highlight task and resource data.
o Create a custom table.
o Create a custom view.
• Chapter 12 Tracking Progress on Tasks and Assignments
o Update a previously saved baseline plan.
o Record actual work for tasks and assignments.
o Record actual work by time period.
o Interrupt work on a task, and reschedule the remaining work.