LDI TRAINING
"Leading Edge Courses for Professionals" ™

**An LDI Training Course**

# Microsoft Project 2019

## by

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**Course Overview**

Enroll for 3-day icrosoft Project 2019 certification training course from Koenig Solutions accredited by Microsoft. This course is designed to help you getting comfortable with the Project 2019 or Project 365 user interface, including project views and the ribbon. Microsoft® Project 2019 is the newest release in Microsoft®'s family of Project Management software programs.

Through a blend of hands-on labs and interactive lectures, you will also learn to enter, organize, and link tasks, work with resources, create basic reports, and create projects independently. The course allows time to practice fundamental basic skills essential for efficient use of this program.

**Target Audience:**

- New users of Microsoft Project.
- Program Manager.
- Project Administrator.
- IT Professional.
- Business Analyst.
- Project Manager leading multiple projects.

**Learning Objectives**

After completing this course, you will be able to:

- Create plans at the level of detail that is appropriate for your project.
- Create, standardize, and manage your Work Breakdown Structure (WBS).
- Create and manage your tasks, costs, work, and resources.
- Communicate and collaborate with team members.

- Track and monitor project performance throughout its life-cycle.
- Create your control thresholds to monitor effectively.
- Create schedule and cost forecasts more accurately.
- Create customized graphical reports as per the requirements of the stakeholders.
- Create dashboards of your project.
- Work on multiple projects and manage them successfully.

# You will learn:

## Module 1: Project, project management, and you

- Practice files
- Meet the Project program
- Meet the Project family
- See the new features in Project 2019
- Review features in earlier versions
- Take a project manager's perspective
- Let's get started!

## Module 2: Take a guided tour

- Practice files
- Explore the Project user interface
- Manage files and set options in the Backstage view
- Work with schedule details in views
- Use reports to check a plan's status
- Skills review
- Practice tasks

## Module 3: Start a new plan

- Practice files
- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Enter the plan title and other properties

- Skills review
- Practice tasks

## Module 4: Build a task list

- Practice files
- Create tasks
- Switch task scheduling from manual to automatic
- Enter task durations and estimates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Check a plan's duration and finish date
- Document task information
- Skills review
- Practice tasks

## Module 5: Set up resources

- Practice files
- Set up work resources
- Enter the maximum capacity for work resources
- Enter work resource pay rates
- Adjust working time in a resource calendar
- Set up cost resources
- Document resources by using notes
- Skills review
- Practice tasks

## Module 6: Assign resources to tasks

- Practice files
- Assign work resources to tasks
- Control work when adding or removing resource assignments

- Assign cost resources to tasks
- Check the plan after assigning resources
- Skills review
- Practice tasks

Module 7: Format and share your plan

- Practice files
- Customize a Gantt chart view
- Add tasks to a Timeline view
- Customize reports
- Copy views and reports
- Print views and reports
- Skills review
- Practice tasks

Module 8: Track progress: Basic techniques

- Practice files
- Understand progress tracking
- Save a baseline of your plan
- Track a plan as scheduled
- Enter a task's completion percentage
- Enter actual values for tasks
- Skills review
- Practice tasks

Module 9: Fine-tune task scheduling

- Practice files
- See task relationships by using Task Path
- Adjust task link relationships
- Control task scheduling by using constraints
- Interrupt work on a task

- Adjust working time for individual tasks
- Control task scheduling by using task types
- See task schedule details by using the Task Inspector
- Skills review
- Practice tasks

Module 10: Fine-tune task details

- Practice files
- Enter deadline dates
- Enter fixed costs
- Create a recurring task
- View the plan's critical path
- Schedule summary tasks manually
- Skills review
- Practice tasks

Module 11: Fine-tune resource and assignment details

- Practice files
- Change resource availability over multiple date ranges
- Work with multiple resource pay rates
- Change resource pay rates over different date ranges
- Delay the start of assignments
- Apply contours to assignments
- Create and assign material resources
- View resource capacity
- Adjust assignments in the Team Planner view (Project Professional only)
- Skills review
- Practice tasks
- Change resource pay rates over different date ranges

## Module 12: Fine-tune the Project plan

- Practice files
- Examine resource allocations over time
- Resolve resource overallocations manually
- Level overallocated resources
- Check the plan's cost and finish date
- Inactivate tasks (Project Professional only)
- Skills review
- Practice tasks

## Module 13: Organize plan details

- Practice files
- Sort plan details
- Group plan details
- Filter plan details
- Create new tables
- Create new views
- Skills review
- Practice tasks

## Module 14: Track progress: Detailed techniques

- Practice files
- Update a baseline
- Track actual and remaining work for tasks and assignments
- Track timephased actual work for tasks and assignments
- Reschedule incomplete work
- Skills review
- Practice tasks
- Reschedule incomplete work

## Module 15: View and report project status

- Practice files
- Examine a plan's variance
- Identify tasks that have slipped
- Examine task costs
- Examine resource costs
- Skills review
- Practice tasks

## Module 16: Format and print views: In-depth techniques

- Practice files
- Format a Gantt chart view
- Format a Timeline view
- Format a Network Diagram view
- Format a Calendar view
- Print and export views
- Skills review
- Practice tasks

## Module 17: Format reports: In-depth techniques

- Practice files
- Create a custom report
- Customize charts in a report
- Customize tables in a report
- Skills reviewPractice tasks

## Module 18: Customize Project

- Practice files
- Share custom elements between plans
- Record and run macros
- Edit macros
- Customize the ribbon and Quick Access Toolbar

- Skills review
- Practice tasks

Module 19: Share information with other programs

- Practice files
- Copy Project data to and from other programs
- Open files in other formats in Project
- Save to other file formats from Project
- Generate reports with Excel and Visio
- Skills review
- Skills review

Module 20: Consolidate projects and resources

- Practice files
- Share a resource pool across multiple plans
- Consolidate plans
- Create dependencies between plans
- Skills review
- Practice tasks

Module 21: Use Agile project management with Project

- Practice files
- Navigate the Agile project management template
- Reset the Agile project management template
- Create the product backlog
- Create the Agile team
- Plan a sprint
- Record progress from daily scrum meetings
- Generate reports for sprint reviews
- Sources for more information
- Skills review

- Practice tasks

## COURSE DELIVERY

- This offline (face to face) course is conducted in Bahasa Indonesia.
- Training hours are from 08:00 to 16:00 WIB
- Participants will receive hard copy manual book and materials course
- Participants will receive a certificate after completing the training.

## TRAINING CONFIRMATION

LDI Training will provide a Confirmation Letter after we receive registration according to the required quota.

**For more information please contact**

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