

**Introduction to Microsoft Project 2019**

**Course Number:** MSP-122
**Duration:** 4 days

**Overview**

Accelebrate's Introduction to [Microsoft® Project 2019](https://support.microsoft.com/en-us/office/what-s-new-in-project-2019-6be41c8a-c4b2-409a-9ef7-d250377ad3b7) training class teaches attendees the basic and advanced scheduling features of MS Project. Attendees learn how to fine-tune plans, resources, and assignment details, as well as track progress, create custom reports, and much more.

**Prerequisites**

Prior experience with Microsoft Office is strongly recommended. No prior experience with Microsoft Project is presumed.

**Materials**

All Microsoft Project training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* Microsoft Project 2019
* Microsoft Office 365 or 2019 (or at least Excel and Word)

**Objectives**

* Quickly start new plans, build task lists, and assign resources
* View resource capacity and track progress
* Capture and fine-tune work and cost details
* Visualize schedules with Gantt charts and other views and reports
* Consolidate projects, and share resources across plans
* Manage modern Agile projects
* Customize Project to maximize your efficiency
* Leverage improvements to task linking, timelines, and accessibility
* Master PM best practices while you learn Project
* Look up just the tasks and lessons you need

**Outline**

* Get started with Microsoft Project
	+ Project, project management, and you
	+ Take a guided tour
* Simple scheduling basics
	+ Start a new plan
	+ Build a task list
	+ Set up resources
	+ Assign resources to tasks
	+ Format and share your plan
	+ Track progress: Basic techniques
* Advanced scheduling techniques
	+ Fine-tune task scheduling
	+ Fine-tune task details
	+ Fine-tune resource and assignment details
	+ Fine-tune the Project plan
	+ Organize plan details
	+ Track progress: Detailed techniques
	+ View and report project status
* In-depth and special subjects
	+ Format and print views: In-depth techniques
	+ Format reports: In-depth techniques
	+ Customize Project
	+ Share information with other programs
	+ Consolidate projects and resources
	+ Use Agile project management with Project
* Conclusion