



# 55289: Digging Deeper in Microsoft® Project 2019

**Duration: 2 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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## Course Description

This course takes an in-depth approach to key features of Project 2019 or Project 365. These features include task entry and linking, resource and resource management, and examining and updating projects. Participants will learn to efficiently manage projects, create master projects and sub-projects, create, and customize visual reports, work with resource pools, and analyse project costs.

## Target Audience

This course is intended for:

- Persons who have basic Microsoft Project skills including a high comfort level navigating the program.

## Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and skills:

- *55288: Introduction to Microsoft Project 2019*

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Work with the advanced formatting features of the Gantt chart and network diagrams.
- Create master projects and subprojects in Project 2019.
- Create customized project reports.
- Work with resource pools.
- Analyse project costs.



## Course Topics

### Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List

- Starting a Project

### Module 2: Advanced Methods for Managing Tasks and Resources

- Manage Tasks and Resources
- Understanding Elapsed Versus Actual Time Settings
- Setting Task Constraints
- Splitting and Delaying Tasks
- Using the Task Inspector
- Analysing Critical Tasks and the Critical Path
- Using Lag Time and Lead Time
- Analysing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availability and Pay Rates

### Module 3: Managing the Project with Advanced Techniques

- Using Levelling to Solve Resource Overallocations
- Amending Tasks
- Understanding Baseline and Interim Plans
- Analysing Project Costs and Creating Budgets

### Module 4: Formatting and Customizing Views

- Customize the Gantt Chart
- Creating a Custom View
- Applying Filters
- Using Work Breakdown Structure (WBS) Codes

### Module 5: Reporting

- Creating Visual Reports
- Editing Reports

### Module 6: Working with Templates

- Using Subproject within a Project.
- Using the Organizer to Maintain Templates

## LABS INCLUDED

