

## Microsoft Project («MSPR»)

In this course package, you will learn how to plan and monitor your projects using Microsoft Project. You will learn how to plan your projects, create schedules, plan resources, and evaluate projects.

**Duration:** 3 days

**Price:** 1'950.–

**Course documents:** Project 2021 book by Herdt Verlag, including exercises and solutions (digital)

## Content

### Day 1 - 2

- Programme Structure
  - Microsoft Project Data Model
  - The different products in the Microsoft Project family
  - Microsoft Project suitability and product limitations
  - Look & Feel
- Top-down (manual) or bottom-up (automatic) scheduling
  - Entering collective tasks (phases)
  - Entering tasks manually and automatically / setting defaults
- Schedule projects
  - Default settings
  - Main project data
  - Calendar
  - Link, filter, sort and group tasks
  - Apply soft and hard constraints to tasks and see the results
- Display hierarchy
  - Display project summary task
- Display the timetable (customizing)
  - Formatting bars and text
  - Display the critical path
  - Display additional information by formatting the row or cell background
  - Store notes on tasks
  - Printing schedules
- The Timeline tool
  - Display the timeline
  - Add and remove phases, tasks and milestones on the timeline
  - Export the schedule to a presentation
- Advanced task features
  - Create custom fields
  - Create reports and filters based on custom fields
- Multi-project management
  - Insert linked sub-projects
  - Dependencies between sub-projects

### Day 3

- Resource Management Basics
  - Entering resources
  - Allocating resources (resource triangle in theory and practice)
  - Viewing resource usage
  - Identifying and resolving resource overload

- Budgeting projects
- Project Reporting
  - Reports in Microsoft Project
  - Pivot reports in Microsoft Excel or Microsoft Visio
- Target vs. actual comparisons
  - Working with baselines
  - Entering and displaying actual values

## Key Learnings

- Planning, monitoring and documenting projects independently with Microsoft Project
- Increasing productivity in your day-to-day work

## Methodology & didactics

Using practical examples, you will learn about all the planning and controlling processes of a project.

## Target audience

This course is aimed at project managers who want to plan and manage projects independently using Microsoft Project.

## Additional information

The training takes place on the Project Online Desktop Client (Plan 3), which is delivered through Microsoft 365. If you are using Microsoft Project 2016/2019/2021, you can also take this course.

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-microsoft-project](https://www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-microsoft-project)