Microsoft Project 2019 Compact (PJ19K)

ID PJ19K **Price** 990.— €(excl. tax) **Duration** 2 days

This text was automatically translated. Please click here to read the original German version.

Course Overview

Learn quickly and without ballast how to easily manage projects with Project 2019. Using easy-to-understand, practical examples, we show you how to work cleverly and goal-oriented with Project. Benefit from the many visualizations and the numerous useful tips.

After a brief introduction to the basics of project management, you will learn step-by-step how to create and monitor projects, use views efficiently, create meaningful project reports, and set up Project individually. You can directly consolidate the techniques you have learned with the help of the exercises at the end of each chapter.

- Basics of project management
- Create operations and operation relationships
- Working with the different calendars of Project
- Resources (create, assign, eliminate overloads)
- Using different views, tables and masks
- Format, sort and filter project data
- Special scheduling (including operation restrictions, overtime)
- Update and monitor projects
- Control project costs
- Export project data, display it in reports and print it out
- Project individuell anpassen

Course Content

- 1 Basics of project management
- 2 Get to know Project
- 3 Create projects
- 4 Define operation relationships
- 5 Working with resources
- 6 Calendar
- 7 Views, tables and masks
- 8 Sort and filter tables
- 9 Print views and reports
- 10 Special scheduling
- 11 Capacity leveling
- 12 Track and control projects
- 13 Monitor project costs
- 14 Create and edit reports
- 15 Highlight project information
- 16 Special editing functions
- 17 Project individuell anpassen
- 18 Manage projects
- 19 Using data from other projects

Detailed Course Outline

1 Basics of project management

- 1.1 Basic project knowledge
- 1.2 Basic knowledge project management
- 1.3 Project organization
- 1.4 Basic concepts of project management
- 1.5 Structure of a project
- 1.6 Project planning techniques and tools
- 1.7 Project Management with Project

Get to know

2 Project

- 2.1 Project starten
- 2.2 Project window overview
- 2.3 Calling up commands
- 2.4 Working with tables
- 2.5 Using the Project Help
- 2.6 Project beenden
- 2.7 Exercise

3 Create projects

- 3.1 Create new project
- 3.2 Scheduling operations manually or automatically
- 3.3 Create manually scheduled operations
- 3.4 Creating Automatically Scheduled Operations
- 3.5 Insert, move, copy, delete operations
- 3.6 Print project plan
- 3.7 Saving and closing projects
- 3.8 Open projects
- 3.9 Exercise

4 Define operation relationships

- 4.1 Structuring operations
- 4.2 Create collective processes
- 4.3 Customizing the view of the structured project
- 4.4 Basic knowledge of operation links
- 4.5 Linking operations
- 4.6 Special links
- 4.7 Special operation types
- 4.8 Critical operations and time conflicts
- 4.9 Milestones and deadlines
- 4.10 Displaying and editing operation information
- 4.11 Exercises

5 Working with resources

- 5.1 Creating resources
- 5.2 Assigning resources
- 5.3 Set units/availability of resources
- 5.4 Using work profiles
- 5.5 Delete resource assignment and replace resources
- 5.6 Project cost calculation
- 5.7 Define cost rates and fixed costs
- 5.8 Exercise

6 Calendar

- 6.1 Basic knowledge calendar
- 6.2 Set working hours individually
- 6.3 Using other base calendars
- 6.4 Use resource calendar
- 6.5 Using the task calendar
- 6.6 Exercise

7 Views, tables and masks

- 7.1 Selecting views
- 7.2 Table views
- 7.3 Adjusting the currently displayed table
- 7.4 Creating and editing tables
- 7.5 Split project window (show mask)
- 7.6 Creating and editing views
- 7.7 Special features of the Timeline view
- 7.8 Special features of the Team Planner view
- 7.9 Special features of the Network Diagram view
- 7.10 Exercise

8 Sort and filter tables

- 8.1 Sort tables
- 8.2 Basic knowledge of filters
- 8.3 AutoFilter
- 8.4 Predefined filters
- 8.5 Create and edit filters
- 8.6 Exercises

9 Print views and reports

- 9.1 Checking print pages with the print preview
- 9.2 Setting up print pages
- 9.3 Exercise

10 Special scheduling

- 10.1 Operation restrictions
- 10.2 Interrupt, move, deactivate processes
- 10.3 Control scheduling via the activity types
- 10.4 Special features of resource allocation
- 10.5 Integrating overtime
- 10.6 Display buffer times
- 10.7 Move projects
- 10.8 Exercise

11 Capacity leveling

- 11.1 Basic knowledge of capacity leveling
- 11.2 Control resource overloads
- 11.3 Performing manual capacity leveling
- 11.4 Carry out automatic capacity leveling
- 11.5 Exercise

12 Track and control projects

- 12.1 Checking operations
- 12.2 Basic knowledge of project monitoring
- 12.3 Setting up basic and intermediate plans
- 12.4 Basic knowledge of updating schedules
- 12.5 Update schedule
- 12.6 Progress lines
- 12.7 Compare base schedule with current schedule
- 12.8 Possible problems with the process update
- 12.9 Exercise

13 Monitor project costs

- 13.1 Control project costs
- 13.2 Analyze project costs
- 13.3 Exercise

14 Create and edit reports

- 14.1 Basic knowledge of reports
- 14.2 Creating reports
- 14.3 Editing reports
- 14.4 Exercise

15 Highlight project information

- 15.1 Formatting project information in the table
- 15.2 Format time scale
- 15.3 Formatting elements of the bar chart
- 15.4 Exercise

16 Special editing functions

- 16.1 Grouping tasks or resources
- 16.2 User-defined WBS code
- 16.3 User-defined fields
- 16.4 Working with links
- 16.5 Adding notes to operations
- 16.6 Exercise

17 Project individuell anpassen

- 17.1 Customizing the toolbar for access
- 17.2 Customizing the ribbon
- 17.3 Changing basic project settings
- 17.4 Working with project templates

18 Manage projects

- 18.1 Using projects in different Project versions
- 18.2 Managing Project Elements with the Global File
- 18.3 Protect projects
- 18.4 Exporting project data
- 18.5 Exercise

19 Using data from other projects

- 19.1 Managing several subprojects in one project
- 19.2 Linking fields
- 19.3 Resource sharing

About Fast Lane

Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center

Worldwide Presence
with high-end training centers around the globe

Multiple Awards
from vendors such as AWS, Microsoft, Cisco, Google, NetApp, VMware

Experienced SMEs
with over 19.000 combined certifications

Germany
Fast Lane Institute for Knowledge Transfer GmbH
Tel. +49 40 25334610
info@flane.de / www.flane.de

Austria
ITLS GmbH
(Partner of Fast Lane)
Tel. +43 1 6000 8800
info@itls.at / www.itls.at

Switzerland
Fast Lane Institute for Knowledge Transfer (Switzerland) AG
Tel. +41 44 8325080
info@flane.ch / www.flane.ch