

Learn how to use this program to manage any size project with ease. Understand what is needed to manage your project including purpose, scope, and expectations. Create projects from scratch and templates, add tasks and milestones, and establish relationships. Learn the relation between duration and hours worked. Understand critical path, task constraints and the hiding of tasks to see effects on the project. Apply formatting to Gantt Chart and Calendar views. Create a project timeline and modify the project's timescale. Schedule the project from a start date or from a finish date. Print a project in a variety of formats and project views.

PROJECT MANAGEMENT BASICS

- Know Project Management Concepts.
- Temporary-Unique Purpose.
- Diverse Resources – Risk and Uncertainty.
- Develops Incrementally Over Time.
- Successful Project is Accomplished On-Time, Within Budget, According to Scope and Meets Quality Expectations.

PROJECT SETTINGS AND INTERFACE

- Personalize General, Display, Schedule, Proofing and Advanced Settings.
- Project Screen Views Including Gantt, Calendar and Network Diagram.
- Project Views and Navigation using Keyboard and Ribbon Tools.

PROJECT CREATION

- Projects from Scratch Online Templates.
- Set Estimated Project Start or End Date.
- Adjust Project's Timescale to Manipulate the Level of Detail Shown in Gantt View.
- Task Scheduling - Automatic Scheduling versus Manual Scheduling.

PROJECT TASKS AND SUMMARY TASKS

- Import Project Tasks from Excel Worksheets to Save Data Entry Time.
- Add New Tasks and Optionally Re-Order them in Chronologically as Needed.
- Group Related Tasks - Summary Tasks.
- Hide Tasks While Viewing Summary Tasks.

PROJECT TASKS, DURATIONS AND NOTES

- Add Recurring and Milestone Tasks.
- Add Task *Durations* and *Guestimations*.
- Add Alternative Task *Duration Estimation*.
- Task Duration vs Total Hours of Work.
- Task Priority – Set Level of Importance.
- Task Notes - Viewable and Printable.
- Sort, Filter and Highlight Project Tasks.

TASK RELATIONSHIPS LAG SPLIT HIDE

- Relationships and Accurate Scheduling.
- Set Relationships – FS, SS, FF, and SF.
- Critical Tasks versus Non-Critical Tasks.
- Delay Task Start Date by Applying Lag Time.
- Fast-Track Task Start by Applying Lead Time.
- Split Task to Show Non-Work Delay Gaps.
- Hide Tasks Temporarily to See How Their Absence Effects the Overall Project.

RESCHEDULE CURRENT TASK START + FINISH

- Change Start Date or Drag Gantt Bar.
- Reschedule a Task by Changing Start date.
- Change Start and/or Finish (weekend)*.
- Change the *Previous* Task's Duration or Change the *Previous* Task's Start Date.

TASK CONSTRAINTS - ALARMS INDICATORS

- Start Task No Later/Earlier Than.
- Finish Task No Later/Earlier Than.
- Task Must Start On/Finish On.
- Task Start ASAP – Task Start ALAP.
- Task Deadlines Indicators that Auto-Trigger.

PROJECT FORMATTING

- Insert the Project Summary Heading.
- Task WBS versus Task Outline Numbering.
- Change Font, Size, Colors and Gridlines.
- Modify the Look of Bars and Relations.
- Format Those Tasks on the Critical Path.
- Display Task Path, Text Alignment/Wrap.
- Display Slack – How Much is OK to Slip.
- Draw and Link Shapes and Text Boxes.

PROJECT SCHEDULE – FROM START OR END DATE

- Schedule or Re-Schedule from a Start Date.
- Schedule or Re-Schedule from an End Date.
- Understand the Standard Calendar's Effects.

PROJECT TIMELINE AND TIMESCALES

- **Timeline** – Add Tasks and Milestones.
- Display Items in General and Detailed.
- Copy Timeline to Other MS Programs.
- **Timescale** – Custom Configure the View.
- Set Task Granularity, Dateline Display and Color Calendar Working & Non-Working.

PROJECT PRINTING

- Print Popular Project Views Like Gantt Chart, Calendar and Network Diagram.
- Restrict Printing to a Certain Range of Tasks.
- Restrict Printing to a Certain Date Range.
- Restrict Printing Based on Various Constraints.
- Page Setup Margins, Page Numbers, Legend, Header/Footer and Task Notes.
- Print to Paper or Print to (Save) as Adobe PDF.