

Build project plans that actually work—on time, within budget, and aligned with scope—using Microsoft Project Essentials, a hands-on course that teaches the world’s leading project management software through real-world workflows and outcomes. This course walks users through the entire project lifecycle inside Microsoft Project, from calendar setup and task sequencing to resource allocation, budget tracking, baseline comparison, and cross-project visibility. Whether you're creating a simple timeline or coordinating multiple linked projects, you’ll learn how to use Microsoft Project’s full feature set to control deliverables, track progress, and report results confidently. Special focus is given to dependency logic, Gantt views, resource leveling, shift-based scheduling, performance reporting, custom views, and formula-driven indicators. You’ll also explore visual storytelling with Timeline views, master projects, and automated report templates. Whether you manage internal teams, external contractors, or complex programs across departments, this course gives you the tools to lead with structure, agility, and clarity.

INTERFACE ORIENTATION & PROJECT SETUP

- Explore Gantt, Network Diagram, and Calendar views
- Navigate using ribbons, views, and timeline tools
- Set global defaults, project start/end dates, and working calendars

MANUAL VS. AUTOMATIC TASK SCHEDULING

- Compare manual and auto scheduling modes
- Define scheduling defaults for accuracy and flexibility
- Adjust project-wide timescales and start/finish logic

TASK CREATION, TYPES & DURATIONS

- Add standard, milestone, and recurring tasks
- Estimate task durations and adjust Guesstimations
- Assign priorities, constraints, and notes

SUMMARY TASKS, PHASES & OUTLINE CONTROL

- Organize projects into phases with summary tasks
- Collapse/expand sections and hide non-critical items
- Apply WBS numbering, text wrap, and outline formatting

TASK DEPENDENCIES, LAGS & CRITICAL PATH

- Set FS, SS, FF, and SF relationships with lag/lead time
- Identify the critical path and task float/slack values
- Visualize task paths and constraint effects

TIMELINE VIEWS, TIMESCALES & GANTT FORMATTING

- Set FS, SS, FF, and SF relationships with lag/lead time
- Identify the critical path and task float/slack values

CALENDARS, WORK WEEKS & SHIFT SCHEDULES

- Define project, resource, and task calendars
- Set up 5-day, 6-day, 7-day, and 24-hour shifts
- Apply nonworking time, holidays, and alternate work weeks

RESOURCE SETUP & SHARED POOLS

- Add work, material, and cost resources
- Assign rates, availability, and custom calendars
- Link multiple projects to a shared resource pool

RESOURCE ASSIGNMENT & WORK PLANNING

- Assign resources via Gantt, Task Usage, or Team Planner
- Understand work-driven vs. duration-driven logic
- Resolve overallocations with leveling tools

COST TRACKING & BUDGET FIELDS

- Enter fixed costs, assignment costs, and resource rates
- Monitor cost variance and earned value status
- Compare actual vs. baseline values in cost tables

BASELINING & SCHEDULE TRACKING

- Set and compare baselines to track performance
- Use % Complete, Actual Start/Finish, and Remaining Work
- View progress with Tracking Gantt and Variance tables

VISUAL REPORTS, INDICATORS & FORMATTING

- Use built-in dashboards and Excel/Visio visual reports
- Apply custom fields, formulas, and graphical indicators
- Format bars, highlight filters, and build print-ready visuals

MASTER PROJECTS & MULTI-FILE COORDINATION

- Link and manage subprojects in a master file
- Maintain shared timelines, calendars, and dependencies
- Sync updates across departments or initiatives

AUTOMATION & MACROS FOR REPETITIVE TASKS

- Record and run macros to streamline workflow
- Insert calculated fields and reusable logic
- Automate views, reports, and formatting sequences