CLD213x: Managing Projects with Microsoft Project

Course Prerequisites
This course is designed for users who have:

- Basic project management knowledge and skills.
- Basic knowledge and skills using any current Windows® operating system (preferably Windows 10).
- Competency in using other Microsoft® Office® applications (preferably Office 2016).

Course Objectives
After completing this course, students will be able to:

- Use the Project App within Microsoft Office 365
- Plan and Design your project within Microsoft Project

Course Outline
Week 1 – Module 0:
Course Introduction
- Welcome to Managing Projects with Microsoft Project
- Course Syllabus and Grading
- Discussion Forums and Getting Help
- Getting to Know You
  - Pre-Course Survey

Week 1 – Module 1: Initializing a Project
- Create a New Project
- Set Up Project Information
- Create and Modify a Project Task Structure
- Manage Multiple Projects
- Practical lab
  - Creating a New Project Plan
  - Creating a Project Plan Template
  - Defining Project Information
  - Creating and Assigning a New Calendar
- Module Assessment exam
Week 2 – Module 2: Creating a Task-Based Schedule
- Create a Project Schedule
- User-Controlled Scheduling
- Create and Modify a Project Task Structure
- Manage Multiple Projects
- Practical lab
  o Creating a Project Schedule
  o Creating a Project Plan with User-Controlled Scheduling
  o Creating a Work Breakdown Structure
  o Modifying a Work Breakdown Structure
  o Linking Project Plans
- Module Assessment exam

Week 3 – Module 3: Managing Resources and Assignments
- Enter and Edit Resource Information
- Create and Edit Resource Assignments
- Resolve Resource Conflicts
- Model Project Costs
- Practical lab
  o Adding Resources
  o Sharing Resources
  o Creating a Resource Calendar
  o Assigning Resources to Tasks
  o Resolving Resource Conflicts
  o Entering Resource Costs
- Module Assessment exam

Week 4 – Module 4: Tracking and Analyzing a Project
- View Critical Path Information
- Set and Maintain Baselines
- Update Actual Project Progress
- Compare Progress Against a Baseline
- Practical lab
  o Viewing Critical Path Information for a Project
  o Setting and Updating a Baseline
  o Updating Task Progress
  o Comparing Progress Against a Baseline
- Module Assessment exam

Week 5 – Module 5: Communicating Project Information
- Apply and Customize Views
- Share Data with Other Applications
- Configure and Display Reports and Dashboards
- Connect and Share Data with SharePoint
- Extend Microsoft Project's Capabilities with External Tools
- Practical lab
  - Viewing Project Information
  - Importing Tasks to a Project Plan
  - Saving Project Data as Another File Type
  - Sharing a Timeline
  - Creating Visual Reports
  - Viewing Data Through Reports
  - Syncing a Project with SharePoint
  - Adding an Add-in to a Project Plan
  - Automating Frequent Tasks with a Macro
  - Saving a Project to OneDrive
- Module Assessment exam

Week 6 – Module 6: Using Custom Options
- Create Custom Fields
- Customize Options Settings
- Practical lab
  - Adding Custom Fields
  - Customizing Microsoft Project
- Module Assessment exam

Week 7 – Final Activities:
- Final Course Exam
- Post-Course Survey

Coursework and Grading
There is a graded assessment exam at the end of each module as well as at the end of the course. This course also includes hands-on labs to assist you in your learning effort, but you will not be graded for performing the labs.

You are graded on the following:

- **60% of total available points - Module assessment exams.** There will be a short quiz at the end of each module that covers just the material from that module. There will be 10 questions in each module exam. You will have two attempts to answer each module assessment question correctly.
• **40% of total available points - Course assessment exam.** This is the final exam at the end of the course that has 25 questions covering all modules. You will have two attempts to answer each course assessment question correctly.

You need to score 70% or better to pass this course.

**Discussion**

To get help with the course, click the Discussion tab and post a question. While the Discussion forum is not being regularly monitored by Microsoft, this is an excellent opportunity to network with your peers from around the globe. We strongly encourage you to use the Discussion forum to introduce yourself and start a conversation regarding any questions that you have related to the course.

To get help with a technical problem, click Help to send a message to edX Student Support.