

# Microsoft Project

Keep your team on track and your project organized with Microsoft Project. In this two-day workshop you will learn to utilize Microsoft Project to create plans, track progress, analyze and adjust resources, monitor budgets, and anticipate project needs.

## After completing this course, you will be able to:

- Navigate the Microsoft Project environment
- Create a project plan and assign a project calendar
- Create and organize tasks, including the creation of a Work Breakdown Structure
- Manage project plan resources
- Share a project management plan with the team, including decision-makers
- Create deadlines and plan constraints
- Set baseline and enter task progress to monitor progress
- Create filter, group and sort on desired conditions
- Format and share a chart view as well as creating a visual report
- Develop multiple timelines
- Customize the application using project options, templates, and custom fields
- Consolidate project plans and share resources
- Create a Master Project

## To learn more:

Visit: [davenport.edu/ipex/project-management](https://davenport.edu/ipex/project-management)

Call: [616-233-2589](tel:616-233-2589)

