# WHY INTEGENT

## Simple: We teach it better

Integent delivers high-value project management coaching, guidance and training to leading organizations and their project managers.

## Benefits of INTEGENT Training: Powerful and Practical

### Benefits

*Powerful (and practical) benefits of Integent training*

Unlike many other project management training providers, Integent's project and portfolio management training solutions are practical. As a result, our clients realize measurable performance improvement and greater project success related to on-time completions and managing budget constraints. Integent provides our clients with the following unique value propositions.

### Focus on Results

Students are able to apply what they learn in our courses immediately. This shortens the time-to-value for our customers and drives measurable performance improvement.

### Real-World Knowledge

Integent's instructors are also consultants with many years of experience in the field of project management. Throughout the years they have helped customers from many different verticals overcome the challenges of managing projects successfully. Our instructors bring this real-world experience to every classroom, benefiting students tremendously.

## Highly Experienced and Certified Project Management Practitioners

Many of our instructors are Project Management Professionals (PMPs), have passed multiple Microsoft Project & Project Server exam certifications, and have a minimum of 10 years in the project management arena.

### True Integration of Best Practices and Tools

Integent is the only provider that integrates Microsoft Project training into every applicable training course, so you leave the classroom with usable knowledge and skill. Integent's practical integration of best practice processes and tools in the curriculum and delivery of every training course shortens the time-to-value of our training programs.

### Student Centered Learning

Integent's courses are highly practical and interactive, and encourage active student participation via hands-on exercises, case studies, group presentations, and daily evaluations. We combine teaching our in-depth content with facilitated classroom discussion to provide students with the opportunity to share their unique experiences and knowledge, which ensures maximum absorption of new concepts and techniques.

# Microsoft Project Essentials

Course Number: MP101
**Fee: Contact Integent**
**Duration: 1 day**

Get the essential skills needed to effectively use the powerful functionality of the Microsoft Project scheduling engine every day. You'll learn how to build and manage project schedules in an interactive environment, quickly mastering the best practices that will optimize your use of Microsoft Project 2016. Coursework will begin with an overview of the Project interface, then we'll dive into the steps required to build and execute a successful project schedule: project definition, task, resource and assignment planning, schedule planning, and more.

This course is specifically designed to instruct you on the use of the technology, as well as best-practice schedule development. The course is also a great way to jump-start your skills when they have ceased to progress. After this course, you'll understand the processes of project scheduling and control, and be able to implement those processes in Project Professional. The course includes both lecture and hands-on exercises.

## Prerequisites

Familiarity with Microsoft Office programs and basic project management principles helpful.

## Audience

program managers, project managers, project planners, project schedulers and any individuals or teams that need to create, maintain, and track project schedules in Microsoft Project

## Topics

**Getting Started with Microsoft Project**
- New Features of Microsoft Project
- The Project Interface
- Working with Views
- Using Reports
- Modifying the Quick Access Toolbar

**Defining the Project**
- Create a project and set the start date
- Insert the project summary task
- Set the default task mode
- Setting project options
- The project calendar

**Tasks Planning**
- Creating a Work Breakdown Structure
- Entering Tasks
- Summary Tasks
- Milestones Tasks
- Adding notes to a task
- Creating Dependencies
- Using lags and leads
- Applying constraints and deadlines
- Understanding task types
- Inactivating tasks
- Entering Work and Duration Estimates
- Recurring Tasks
- Adding Tasks to the Timeline
- Check a plan's Duration and Finish Date

**Project Resource Planning**
- Resource Types
- Creating Work Resources
- Max Units
- Resource Pay Rates
- Adjust a resource working time
- Material Resources
- Cost Resources

**Project Assignment Planning**
- Assigning work resources
- Assigning Costs to resources

- Resolving Resource conflicts
- Work contours

**Project Execution**
- Analyzing the Critical Path
- Baselining the project
- Setting the Status Date
- Updating Percent Complete
- Updating Actual Work
- Rescheduling Incomplete work

**Variance Analysis**
- Analyzing Project variance
- Revising the project plan
- Rebaselining the project

**Reporting in Project**
- Creating reports in Project Professional
- Creating a Dashboard Report
- Creating a Visual Report
- Printing Project Data
- Saving Project Data in other formats