MICROSOFT PROJECT 2021 COURSE ROADMAP

MODULE 1

Introduction to Microsoft Project 2021

1.1 Introducing Microsoft Project 2021
1.2 Understanding different project license solutions
1.3 Get to Know Project Interface
1.4 Detail Overview of Project Interface
1.5 Download Tips and Tricks File

MODULE 2

Setup The Project

2.1 Set up Project Options and Project Information
Assignment 2A[Project Preparation]
2.2 Assignment Solution 2A Video
Download The Solution of Assignment 2A[mpp file]
2.3 Set up Project Calendar
Assignment 2B[Project Calendar Setup]
2.4 Assignment Solution 2B Video
Solution of Assignment 2B[mpp file]

MODULE 3

Define Tasks/Activities for your Project

3.1 Create Auto/Manually Scheduled Tasks, Summary and Milestone Tasks
Assignment 3A
3.2 Assignment Solution 3A Video
Solution of Assignment 3[mpp file]
3.3 Linking tasks with Leads and Lags
Assignment 3B
3.4 Assignment Solution 3B Video
Solution of Assignment 3B[mpp file]
Assignment 3C
3.5 Assignment Solution 3C Video
Solution of Assignment 3C[mpp file]
3.6 Work Break Down structure [WBS]
3.7 Task Constraints
3.8 View tasks and links

MODULE 4

Creating and Assigning Resources

4.1 Creating Different types of resources
Assignment 4A
4.2 Assignment Solution 4A Video
Solution of Assignment 4A[mpp file]
4.3 Assigning Resources
Assignment 4B
4.4 Assignment Solution 4B Video
Solution of Assignment 4B[mpp file]
4.5 Overallocation and Replacement of resources
4.6 Different view functions in the project

MODULE 5

Adjusting and fine-tuning the project schedule

5.1 Critical path + Task Inspector + Leveling Gantt + Inactivate Tasks

MODULE 6

Monitoring and updating the project

6.1 Project Baselines and Progress Recording
Assignment 6
6.2 Assignment Solution 6 Video
Solution of Assignment 6[mpp file]

MODULE 7

Project Reporting

7.1 Project status high level view
7.2 Schedule problems
7.3 Cost problems
7.4 Graphical reports
7.5 Print a project report
Assignment 7[Creating project reports]
Solution of Assignment 7[mpp file]

MODULE 8

Project Closing

EduHubSpot
WWW.EDUHUBSPOT.COM
SERVICES@EDUHUBSPOT.COM
+1(833)338-7768