55301 Mastering Microsoft Project 2019

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 24.00 hours (3 days) **19.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This three-day instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they ll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

About This Course

This three-day instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they ll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

Who Should Attend

This course is intended for both novice and experienced project managers, managers, schedulers, and other project stake holders who need to incorporate the discipline of project management with Microsoft Project 2019.

Prerequisites & Entry Requirements

General Prerequisites:

There are no prerequisites for the MS-55301 Mastering Microsoft Project 2019 course. However, it may be helpful to have taken an introductory project management course before taking this course

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Understand the discipline of project management as it applies to using Microsoft Project 2019. Create a Work Breakdown Structure. Identify Task Types & Relationships. Define Resources within Project. Make Work Package Estimates. Create an Initial Schedule. Create a Resource Leveled Schedule. Create Projects from templates, Excel files. Create Global templates. Create formulas and graphical indicators. The steps to record a macro. Format Output and Print Reports. Integrate Multiple Projects. Set up a Project with a Calendar, Start date, and scheduling method. Understand Manually Schedule vs. Auto Schedule. Manage multiple projects. Be able to create a master project list with shared resources.

Detailed Course Outline

1 - Introduction to Microsoft Project

- Describe how Project relates to the discipline of Project management.
- Learn what the new features are in Project 2019.
- Navigate to the primary views available using the Ribbon.
- Choose Views that display task, resource, or assignment information.
- Select table within views to change the information that is available to see and edit.
- Relate the features of Project to the 5 steps for building a plan in Project.
- Learn new accessibility features in Project

2 - A Quick and Easy Overview of Managing with Project

- Create a new project and prepare it for data entry.
- Enter project tasks.
- Sequence the tasks.
- Define resources.
- Estimate Task duration and assign resources.
- Baseline the project.
- Track project progress.

3 - Setting Up a Project

- Use multiple methods to create a new project from an Excel file and a SharePoint Tasks list.
- Establish one or more calendars to constrain resource availability.
- Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.

4 - Manually Schedule vs. Auto Schedule

- Students practice switching tasks between Manually Schedule and Auto Schedule modes. By switching modes, students learn the impact made on the project schedule and the individual tasks.

5 - Creating a Work Breakdown Structure

- Build and use summary and subordinate tasks.
- Understand and use milestones.
- Develop WBS Outlines.
- Assign completion criteria.
- Evaluate the WBS.
- Understand and use WBS templates.

6 - Identifying Task Relationships

- Understand the different types of task relationships.
- Understand and use various methods to create relationships.
- Determine and display task sequence.
- Understand and use lag, lead, and delay.
- Understand the new feature of Task Paths.

7 - Defining Resources within Project

- Define resource types.
- Define individual resources that will be used on the project.
- Record the cost (s) of using each type of resource.
- Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.

8 - Making Work Package Estimates

- Enter estimates for duration and costs for each task.
- Distinguish between task types and describe when each is appropriate.
- Describe the relationship between work, units, and duration.
- Describe the way Effort Driven scheduling is affected by work, and duration.
- Assign tasks to resources using the Team Planner view.

9 - Creating an Initial Schedule

- Calculate float and identify a projects critical path.
- Understand and identify task constraints.
- Create milestones.
- Use the Task Inspector to troubleshoot the initial schedule.

10 - Create a Resource Leveled Schedule

- Adjust a project schedule to account for limited people and other resources.
- View the overall cost and schedule of a project.
- Identify resources that have been overallocated for a project schedule.
- Use multiple ways to adjust tasks and assignments to remove over allocation for any resource.

11 - Managing the Project

- Learn how to set a baseline.
- Lean how to enter and track project performance data.
- Learn how to apply different tracking methods.
- Learn how to perform a variance analysis on a project.
- Learn how to Reschedule Work
- Learn how to inactivate tasks
- Learn how to synch projects to SharePoint

12 - Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting
- Other File Formats

13 - Managing Multiple Projects

- Learn how to use common resources among multiple projects.
- Learn how to link tasks between multiple projects.
- Learn how to create a consolidated view of multiple projects.

14 - Advanced Topics

- Learn how to customize the Ribbon and the Quick Access Toolbar.
- Learn how to customize WBS numbering.
- Learn the concepts of Formulas and Graphical indicators.
- Learn the purpose of the Global template and Organizer.
- Learn how to record a Macro.

,

1 - Introduction to Microsoft Project

- Describe how Project relates to the discipline of Project management.
- Learn what the new features are in Project 2019.
- Navigate to the primary views available using the Ribbon.
- Choose Views that display task, or assignment information.
- Select table within views to change the information that is available to see and edit.
- Relate the features of Project to the 5 steps for building a plan in Project.
- Learn new accessibility features in Project

2 - A Quick and Easy Overview of Managing with Project

- Create a new project and prepare it for data entry.
- Enter project tasks.
- Sequence the tasks.
- Define resources.
- Estimate Task duration and assign resources.
- Baseline the project.
- Track project progress.

3 - Setting Up a Project

- Use multiple methods to create a new project from an Excel file and a SharePoint Tasks list.
- Establish one or more calendars to constrain resource availability.
- Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.

4 - Manually Schedule vs. Auto Schedule

- Students practice switching tasks between Manually Schedule and Auto Schedule modes. By switching modes, students learn the impact made on the project schedule and the individual tasks.

5 - Creating a Work Breakdown Structure

- Build and use summary and subordinate tasks.
- Understand and use milestones.
- Develop WBS Outlines.
- Assign completion criteria.
- Evaluate the WBS.
- Understand and use WBS templates.

6 - Identifying Task Relationships

- Understand the different types of task relationships.
- Understand and use various methods to create relationships.
- Determine and display task sequence.
- Understand and use lag, and delay.
- Understand the new feature of Task Paths.

7 - Defining Resources within Project

- Define resource types.
- Define individual resources that will be used on the project.
- Record the cost (s) of using each type of resource.
- Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.

8 - Making Work Package Estimates

- Enter estimates for duration and costs for each task.
- Distinguish between task types and describe when each is appropriate.
- Describe the relationship between work, and duration.
- Assign tasks to resources using the Team Planner view.

9 - Creating an Initial Schedule

- Calculate float and identify a project’s critical path.
- Understand and identify task constraints.
- Create milestones.
- Use the Task Inspector to troubleshoot the initial schedule.

10 - Create a Resource Leveled Schedule

- Adjust a project schedule to account for limited people and other resources.
- View the overall cost and schedule of a project.
- Identify resources that have been overallocated for a project schedule.
- Use multiple ways to adjust tasks and assignments to remove over allocation for any resource.

11 - Managing the Project

- Learn how to set a baseline.
- Lean how to enter and track project performance data.
- Learn how to apply different tracking methods.
- Learn how to perform a variance analysis on a project.
- Learn how to Reschedule Work
- Learn how to inactivate tasks
- Learn how to synch projects to SharePoint

12 - Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting
- Other File Formats

13 - Managing Multiple Projects

- Learn how to use common resources among multiple projects.
- Learn how to link tasks between multiple projects.
- Learn how to create a consolidated view of multiple projects.

14 - Advanced Topics

- Learn how to customize the Ribbon and the Quick Access Toolbar.
- Learn how to customize WBS numbering.
- Learn the concepts of Formulas and Graphical indicators.
- Learn the purpose of the Global template and Organizer.
- Learn how to record a Macro.

Additional Course Details

Nexus Humans 55301 Mastering Microsoft Project 2019 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the 55301 Mastering Microsoft Project 2019 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for 55301 Mastering Microsoft Project 2019?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 3-day 55301 Mastering Microsoft Project 2019 course provides up to 19.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the 55301 Mastering Microsoft Project 2019 training?

The training takes place over 3 day(s), with each day lasting approximately 24.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for 55301 Mastering Microsoft Project 2019?

Yes, we provide corporate training, dedicated training, and closed classes for 55301 Mastering Microsoft Project 2019. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for 55301 Mastering Microsoft Project 2019?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your 55301 Mastering Microsoft Project 2019 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.