ETI EMPLOYEE TRAINING INSTITUTE

Microsoft Project: Planning and Tracking Projects 4 Hrs

Learn how to turn project plans into reality with Microsoft Project. This course introduces participants to building schedules, tracking progress with Gantt charts, and managing resources efficiently. Ideal for anyone involved in project management, this class teaches practical skills to keep projects on track and within scope.

Course Topics Include:

1. Project Setup and Navigation:
   a. Creating a new project
   b. Setting project start/end dates
   c. Defining calendars and working times
   d. Understanding views and tables

2. Task Management:
   a. Creating and organizing tasks
   b. Setting durations and dependencies
   c. Using milestones and constraints
   d. Critical path analysis

3. Resource Management:
   a. Adding and assigning resources
   b. Managing resource availability
   c. Cost tracking and budgeting
   d. Resolving resource conflicts

4. Tracking Progress:
   a. Setting baselines
   b. Updating task progress
   c. Using Gantt charts and timelines
   d. Generating reports and dashboards

5. Advanced Features:
   a. Custom fields and filters
   b. Using templates
   c. Exporting to Excel or PDF
   d. Integration with Teams and SharePoint

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

- Set up and manage project timelines, tasks, and dependencies
- Allocate and manage resources efficiently across tasks
- Monitor project progress using baselines, Gantt charts, and reports
- Identify and resolve scheduling conflicts and resource overallocations
- Customize views and reports to communicate project status
- Integrate Microsoft Project with other tools for enhanced project tracking

Employee Training Institute instructor Benjamin Smith is a seasoned Program Manager backed by a decade of experience in training and a career primarily focused on aerospace and manufacturing industries. He specializes in technical development of electrical and mechanical systems, production troubleshooting, and data management of key performance indicators in quality and microelectronic assembly. Benjamin brings a wealth of experience in improving employees' abilities in Excel, Word, Outlook, PowerPoint, MS Project, and Electronic Testing. Leveraging his teaching experience and industry background, Benjamin is always excited about introducing new approaches to simplifying complex concepts into easily digestible information.

Course Cost: $125.00

WHEN:
Thursday
July 24, 2025
5:00 pm – 9:00 pm

WHERE:
College of the Canyons - Room TBA
26455 Rockwell Canyon Road
Santa Clarita

For more information or to register, please contact:
Jocey Hogan, ETI Program Coordinator at 661.362.5657 or jocey.hogan@canyons.edu

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