Maturity level 1: Milestone Management

- Project Management Fundamentals: Scope, Risk, Benefits, etc
- Scheduling Terminology and why you Need to Have a Schedule
- The Right Order to Set Up a Schedule
- Explanatory Tour Through Microsoft Project
- Create your Own MS Project File vs Using Our Template
- How to Report on Project Status and Major Milestones
- How and When to Set Milestones
- Milestones as Connecting Points to Other Schedules
- How and When to Set a Deadline
- How and Why to set the Status Date
- Report your Project with a Customized Highlight Report

Maturity level 2: Task Management

- What is a PBS (Product Breakdown Structure) and a WBS
- Importance of Ordering Activities
- PBS/WBS Best Practices
- Tasks, Summary Tasks and Outdent levels
- Durations and their Estimates
- Estimating Principles
- Adding Tasks to the Baseline
- Schedule Quality Assessment
- Update Tasks
- Record Task Progress
- Reschedule Incomplete Work in one Go
- Evaluate the Project Schedule
- Reporting on Task Progress

Maturity level 3: Critical Path Management

- Making Links between Tasks
- Lag and Lead
- Guidelines for Linking Tasks
- Link Types
- Constraints and the proper use of Constraints
- Critical Path
- Slack (Total Slack and Free Slack)
- Check on Dangling Tasks (Tasks that have no links yet)
- Critical Path Management
- Dependencies with Other Projects
- Adding a Dependency by Typing the Link Path
- How to see the external link in MSP?
- The Link Between Projects Window
- Dealing with Updates
- Updating Tasks
- Evaluating and Optimizing the Schedule
- What Lessons to Learn from your Progress against Baseline
- Comparing to Baseline to Structurally Improve Business Processes
- Managing against Deadlines

Maturity level 4: Resource Management

- Preparations Before Resource Loading
- How MSP Calculates: The Iron Formula
- Fixed Work, Fixed Duration of Fixed Units – what to use when?
- Effort Driven Scheduling – yes or no?
- Resource Types
- Enter Resources Using the Resource Sheet
- Resource Calendar
- Generic vs. Specific Resources
- Assigning a Resource
- Dedicated vs non-dedicated assignments
- % Assignment on a task, effectiveness, and absence
- Explaining the different units % fields in MS Project
- Assignment Units vs. Peak (Units)
- Replacing a Resource
- Views for Resource Management
- Resource Graph
- Team Planner
- Resource Usage and Task Usage
- Task Form and Resource Form
- Resource Leveling
- The Resource Allocation View
- The Leveling Algorithm Explained
- After Solving Resource over Allocation

Maturity level 5: Cost Management

- Budget vs. Actual Costs
- How to Set Up a Project Budget
- How to Enter Costs for Resources
- How to Compare Cost to the Baseline
- Earned Value Management
- How to Set Up Your Schedule for Earned Value Management?
- Using the Earned Value Management Report
- How to Use the S-Curves
- How to Interpret the MS Project default Reports
- How to Present Your Project Status on Costs?
- Using the Highlight Report with cost Information