091098 Microsoft® Project® 2019/2021/365: Part 1 Revision 1.2 to 2.0

Released December 2023

Section/Lesson/Topic	Section Name	Change Type
Global		• Course Activities—steps and images updated throughout the course. • Dates updated throughout Activities, including the data files. • Figures updated throughout the course.
Frontmatter	Course Instructor Info	Updated the following sections: • Microsoft Software Updates • Presentation Tips • Course-Specific Technical Requirements (Hardware/Software) • Setting Up the Course
	About This Course	• Updated.
1A	Project Management	• Added new ending paragraph.
	The Project Life Cycle	• Entire KB updated.
	Project Constraints	• Added subsection about Scope Creep.
	Project Roles	• Updated table and added PMO.
	Activity: Identifying Project Management Concepts	• Questions 2 and 5 updated.
1B	Microsoft Project	• KB updated, including the addition of a table on cloud-based and on-premises Project apps.
	Procurement Methods	• Entire KB was changed to reflect the new procurement method names and product names.
	The Start Screen	• Now titled, **The Start Pane**. • Content updated.
	The Project Application Window (NEW)	• Added new KB to introduce the ribbon and contextual tabs. • Content replaces old KBs: **The Quick Access Toolbar**, **The Status Bar**, and **The Tell Me Feature**.
	The Ribbon	• Updated content.
	Contextual Tabs	• Updated content.
	Microsoft Project Views	• Updated content.
	The Gantt Chart View	• Updated content. • Content from the **Timescales** KB has been moved to a new subsection at end of KB.
	Tables and Fields (NEW)	• **Tables** and **Fields** KBs have been combined.
	The Timeline View (NEW)	• Added new KB and accompanying figure/slide.
	The Calendar View (NEW)	• Added new KB and accompanying figure/slide.
	The Backstage View	• Updated content.
2A	Methods for Creating New Projects	• Updated content.
	Project Templates	• Updated content.

	The Save As Command (Moved from 1B)	• Formerly **The Save as Screen**. • Updated content.
	File Formats (Moved from 1B)	• Updated content.
	How to Create a New Project Plan File	• Updated all procedures.
2B	The Project Information Dialog Box	• Added para on the Info page.
	Methods for Scheduling Projects	• Updated content.
	How to Set Project Plan Options	• Updated procedures.
2C	The Change Working Time Dialog Box	• Updated content.
	Exceptions	• Updated content.
	How to Work with Project Calendars	• Updated all procedures and added new procedure on how to **Remove a Calendar**.
2MB	Creating a New Project Plan Mastery Builder (NEW)	• Added new Mastery Builder.
3A	Task Modes	• Updated content.
	The Task Entry Table	• Updated content, including table.
	Task Editing	• Added last para listing Microsoft methods for editing tasks.
	How to Add and Edit Tasks in a Project Plan	• Updated all procedures and added new procedures on how to **Move or Copy a Task**, **How to Delete a Task**, and how to **Modify the Task Entry Table**.
	Recurring Tasks	• Updated content.
	How to Add Recurring Tasks to a Project Plan	• Updated.
3B	Durations	• Updated content.
	Milestones	• Updated content.
	How to Enter Task Duration Estimates	• Updated procedures and added new procedure on how to **Create a New Milestone Task** and how to **Convert a Task to a Milestone**.
3MB	Adding Project Tasks Mastery Builder (NEW)	• Added new Mastery Builder.
4A	Summary Tasks and Subtasks	• Updated content.
	How to Create a Work Breakdown Structure	• Updated with several new How To procedures.
	Task Notes	• Updated content.
	How to Add Notes to a Task	• Updated procedures.
4B	How to Define Task Relationships	• Updated procedures.
4C	How to Schedule Tasks	• Updated procedures.
4MB	Defining Task Relationships Mastery Builder (NEW)	• Added new Mastery Builder.
5A	Resources	• Updated content.
	Work Resources	• Updated content.
	Work	• Updated content.
	The Resource Information Dialog Box	• Updated content.
	How to Add Resources to a Project Plan	• Updated procedures.
5B	How to Create a Resource Calendar	• Updated procedures.
5C	Resource Costs	• Updated content.
5D	Effort-Driven Scheduling	• Updated content.
	How to Assign Resources to Tasks	• Updated procedures.

5E	Resource Allocation Views	• All images and descriptions in the table were updated.
	The Resource Leveling Dialog Box	• Updated content.
	How to Resolve Resource Conflicts	• Added 2 new procedures on resolving resource conflicts and updated existing.
5MB	Working with Resources Master Builder (NEW)	• Added new Mastery Builder.
6A	The Critical Path	• Updated content.
	Methods of Optimizing a Project Plan	• Updated content.
	How to Optimize a Project	• Updated procedures.
6B	Microsoft Project and Baselines	• Added new Student Note regarding the Project Statistics button.
	The Set Baseline Dialog Box	• Updated content.
	How to Set a Baseline	• Updated procedures.
6C	Methods for Sharing Project Plans (NEW)	• Added new KB, including figure
	Printed Project Plans	• Now titled **Share by Printing Project Plans.** • Updated content.
	Print Settings	• Now titled **Print Settings and Layout Options**. • Updated content.
	Page Setup Options	• Now titled **The Page Setup Dialog Box**. • Updated content.
	Emailing Project Plans	• Now titled **Share as an Email Attachment**. • Updated content.
	Share Project Plans in the Cloud (NEW)	• Added new KB
	Microsoft OneDrive (NEW)	• Content was updated and moved to this topic from the Appendix.
	Syncing Project Plans with SharePoint	• Now titled **Microsoft SharePoint Tasks Lists**. • Updated content.
	How to Share a Project Plan	• Updated and added new procedures involving OneDrive.
6MB	Finalize the Project Mastery Builder (NEW)	• Added new Mastery Builder.
Appendix A	Navigating in the Microsoft Project Online Environment	• Now titled **Navigate in Project for the Web and Project Online**. • Appendix has been completely updated and includes new sections.

	Glossary	• Added the following terms:
		  o effort-driven scheduling
		  o field
		  o Microsoft OneDrive
		  o Microsoft SharePoint
		  o Project for the web
		  o PMO
		  o project phase
		  o project lifecycle
		  o timescale
		• Deleted the following terms:

		o Assign Resources dialog box o Change Working Time dialog box o Create New Base Calendar dialog box o Project Information dialog box o Project Properties dialog box o Project Web App o Resource Information dialog box o Task Entry table
Course Files	Data Files, PowerPoints, Assessment	Updated per changes made to lesson content.