Microsoft Project 2016

Description

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016, so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project.

Delegates will learn how to

- Identify project management concepts and navigate the Project 2016 environment
- Create and define a new project plan
- Create and organize tasks
- Manage resources in a project plan
- Finalize a project plan

Audience

This course is designed for a person who has an understanding of project management concepts, is responsible for creating and modifying project plans, and needs a tool to manage those project plans.

Outline

Getting Started with Microsoft Project

Microsoft Project 2016

- Understanding Project Management Concepts
- Getting Started
- Application and Project Windows
- Ribbon and Tabs
- Creating and Saving Projects
- Opening and Closing Projects
- Changing the View
- Understanding the Views
- Moving Within a View

Creating a Project Plan

- Project Information
- Creating Task Lists
- Manual Tasks Scheduling
- Auto Task Scheduling
- Editing Task Lists
- Outlining Task Lists
- Task Dependencies
- Modifying Task Dependencies
- Task Information
- Project Timeline

Managing Resources and Costs in a Project

- Project Resources
- Resource Assignment Concepts
- Assigning Resources
- Working with Project Calendars
- Working with Resource Calendars
- Working with Task Calendars
- Entering Project Costs
- Resource Costing

Printing Project Information

- Page Setup Options
- Previewing Views and Reports
- Printing Project Information

Changing Scheduling Methods

- Resource Assignment Concepts
- Task Type Settings
- Changing Task Types
- Task Constraints
- Identifying Factors Affecting Tasks
- Defining the Critical Path
- Formatting the Critical Path

Resolving Resource Conflicts

- Editing Resource Assignments
- Resource Over Allocations
- Locating Resource Over Allocations
- Resolving Resource Over Allocations
- Saving the Baseline

Tracking Project Progress

- Tracking Task Progress
- Updating Tasks
- Updating the Remaining Schedule
- Comparing Baseline and Actual Data

Sorting, Filtering, and Grouping

- Sorting Views
- Filtering Views
- Grouping Tasks and Resources

Formatting the Project Environment

- Formatting Views
- Formatting the Gantt Chart
- Grouping Tasks and Resources

Importing and Exporting Data

- Import and Export Maps
- Importing External Files Into Projects

Microsoft Project 2016

- Hyperlinking Files in Project