

Microsoft Project 2016

Duration: 2 Days · **Training format:** Virtual Classroom / Online

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

- 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
- Hyperlinking Files in Project