

Project 2016

Duration: 2 Days

Overview:

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

Target Audience:

This course is designed for a person with an understanding of project management concepts and who responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.

At Course completion:

Upon successful course completion of this course, students will be able to:

- Identify the basic features and components of the Microsoft Project environment
- Create a new project plan file and enter project information
- Manage tasks by organising tasks and setting task relationships
- Manage resources for a project
- Finalise a project plan
- Exchange project plan data with other applications
- Update a project plan
- Manage project costs
- Report project data visually
- Reuse project plan information

Module 1: Getting Started with Microsoft Project

- Identify Project Management concepts
- Navigate the Microsoft Project 2016 environment

Module 2: Defining a project

- Create a new project plan
- Define a project
- Assign a Project calendar

Module 3: Creating and organising tasks

- Add tasks to a project plan
- Import tasks from other programs
- Create a work breakdown structure
- Define task relationships
- Schedule tasks

Module 4: Managing Project plan resources

- Add resources to a Project plan
- Create a resource calendar
- Enter costs for resources
- Assign resources to tasks
- Resolve resource conflicts

Module 5: Finalising a Project Plan

- Optimise a Project Plan
- Set a baseline
- Share a project plan

Module 6: Executing a Project

- Enter task progress
- Update task progress with SharePoint
- Update work
- Update costs

Module 7: Monitoring Project Progress

- View Progress
- Add Custom fields
- Create custom views
- Create a network diagram
- Analyse a project plan

Module 8: Controlling a project plan

- Edit the Task list
- Reschedule tasks
- Update a baseline

Module 9: Reporting on Progress

- Format and share a Chart View
- View existing report
- Create custom reports

Module 10: Customising the Application

- Change Project options
- Create a project plan template
- Share resources
- Link project plans