Course Content

Course Description:

In this course you will learn step by step how to manage projects with Microsoft Project 2016. Specific topics include: building a project plan and fine-tuning the details, scheduling tasks, assigning resources, and managing dependencies, monitoring progress and costs, keeping your project on track, formatting Gantt charts and other views to communicate project data & beginning to explore enterprise project management systems.

Prerequisites:

Windows Level 1 or equivalent knowledge. Knowledge of project management helpful.

Audience:

This course is for those who are beginning to intermediate-level computer users.

Topics:

The **Microsoft Project 2016 course** will cover the topics listed below.

Part 1: Introduction to Microsoft Project

Module 1: Get Started with Microsoft Project
- Meet the Project Application
- Meet the Project family
- New features in Project 2016
  - What was new in Project 2013
  - What was new in Project 2010
- Take a Project Manager's Perspective

Module 2: Take a Guided Tour
- Explore the Project user interface
- The Backstage view: Managing files and setting options
  - Templates: Avoid Reinventing the Wheel
- Views: Working with schedule details
- Use Reports to Check a Plan's Status
- Practice Tasks

Part 2: Simple Scheduling Basics

Module 3: Starting a New Plan
- Starting a new plan
- Create a new plan and set its start date
- Setting nonworking days in the project calendar
- Entering the plan's title and other properties
- Skills Review; Practice Tasks

Module 4: Building a Task List
- Entering task names
- Entering task durations
- Entering milestone task
- Creating summary tasks to outline the plan
- Linking Tasks to Create Dependencies
- Switching task scheduling from manual to automatic
- Checking the plan's duration and finish date
- Documenting tasks with notes and hyperlinks
- Skills Review and Practice Tasks

Module 5: Setting Up Resources
- Set up Work Resources
- Enter the Maximum Capacity for Work Resources
- Entering resource pay rates
- Adjusting working time in a resource calendar
- Setting up cost resources
- Documenting resources with notes
- Sills Review and Practice Tasks

Module 6: Assigning Resources to Tasks
- Assigning work resources to tasks
- Controlling work when adding or removing resource assignments
- Assigning cost resources to tasks
- Checking the plan after assigning resources
- Skills Review and Practice Tasks

Module 7: Format and Share Your Plan
- Customizing a Gantt Chart view
- Adding tasks to a Timeline view
- Customizing reports
- Copying views and reports
- Printing views and reports
- Skills Review and Practice Tasks

Module 8: Tracking Progress
- Understand progress tracking
- Saving a baseline of your plan
- Tracking a plan as scheduled
- Entering a task's completion percentage
- Entering actual values for tasks
- Skills Review and Practice Tasks

Part 3: Advanced Scheduling Techniques

Module 9: Fine-tune Task Scheduling
- See task relationships with Task Path
- Adjusting task link relationships
- Control task scheduling by using constraints
- Interrupting work on a task

- Adjust working time for individual tasks
- Control task scheduling with task types
- Set task schedule details by using the Task Inspector
- Skills Review and Practice Tasks

Module 10: Fine-Tuning Task Details
- Entering deadline dates
- Entering fixed costs
- Create a recurring task
- Viewing the plan's critical path
- Scheduling summary tasks manually
- Skills Review and Practice Tasks

Module 11: Fine-tune Resource and Assignment Details
- Change resource availability over multiple date ranges
- Work with multiple resource pay rates
- Change resource pay rates over different date ranges
- Delay the start of assignments
- Applying contours to assignments
- Create and assign material resources
- Viewing resource capacity
- Adjusting assignments in the Team Planner view
- Skills Review and Practice Tasks

Module 12: Fine-Tuning the Project plan
- Examining resource allocations over time
- Resolving resource overallocations manually
- Leveling overallocated resources
- Checking the plan's cost and finish date
- Inactivating tasks
- Skills Review and Practice Tasks

Module 13: Organize Plan Details
- Sorting Project details
- Grouping Project details
- Filtering Project details

- Creating new tables
- Creating new views
- Skills Review and Practice Tasks

Module14: Track Progress Detailed Techniques
- Updating a baseline
- Tracking actual and remaining work for tasks and assignments
- Tracking timephased actual work for tasks and assignments
- Rescheduling incomplete work
- Skills Review and Practice Tasks

Module 15: View and Report Project Status
- Examine a plan's variance
- Identifying tasks that have slipped
- Examining task costs
- Examining resource costs
- Skills Review and Practice Tasks

Part 4: In-Depth and Special Subjects

Module 16: Format and Print Views: In-Depth Techniques
- Formatting a Gantt chart view
- Formatting a Timeline view
- Formatting a Network Diagram view
- Formatting a Calendar view
- Printing and exporting views
- Skills Review and Practice Tasks

Module 17: Format Reports: In-Depth Techniques
- Creating a custom report
- Customizing charts in a report
- Customizing tables in a report
- Skills Review and Practice Tasks

Module 18: Customize Project
- Sharing custom elements between plans
- Recording and running macros
- Editing macros
- Customizing the ribbon and Quick Access toolbar
- Skills Review and Practice Tasks

Module 19: Share Information with Other Programs
- Copying Project data to and from other programs
- Opening files in other formats in Project
- Saving to other file formats from Project
- Generating reports with Excel and Visio
- Skills Review and Practice Tasks

Module 20: Consolidating Projects and Resources
- Share a resource pool across multiple plans
- Consolidate plans
- Creating dependencies between plans
- Skills Review and Practice Tasks

Part 5: Appendices

Appendix A: A Short Course in Project Management
Appendix B: Develop Your Project-Management Skills
Appendix C: Collaborate: Project, SharePoint and PWA
Appendix D: Use this book in a classroom