

Microsoft Project 2016 Level 1

One Day Course

The Subject

Microsoft Project is a Windows based project management tool used to create and monitor project timescales.

Pre-requisites

This course is intended for those who have little or no experience of Microsoft Project, however, experience working with Windows would be an advantage.

Objectives

To enable delegates to set up and manage projects using Microsoft Project.

Course Content

Getting Started

- What is Project management?
- Start Microsoft Project
- The application window
- Change the project view
- Display Help information

Building a Simple Project

- Enter a new project start date
- Create a project schedule
- Enter a milestone
- Insert and delete tasks
- Recorder a task list
- Save a project
- Close a project

Developing a Project Plan (Part 1)

- Outline a task list
- Link tasks in a Finish-to-Start relationship
- Link tasks in a Finish-to-Finish relationship
- Change the timescale of a Gantt Chart
- Add lag time between tasks
- Add lead time between tasks
- Work breakdown structure codes
- Create a Network Diagrams

Developing a Project Plan (Part 2)

- Using the Resource sheet
- Allocate resources to tasks
- Revise resource information
- Assign additional units of a resource to a task
- Add new resources to the Resource sheet
- Contour a resource assignment
- Revise the project calendar
- Create new cost rate tables

Developing a Project Plan (Part 3)

- Identify the critical path of a project
- Identify slack time in a project schedule
- Assign a constraint to a task
- Assigning dead lines to a task
- Define a fixed-duration task
- Displaying multiple critical paths
- Splitting a task
- Entering a recurring task
- Attaching notes to tasks

Microsoft Project 2016

Level 2

One Day course

The Subject

Microsoft Project is a Windows based project management tool used to create and monitor project timescales.

Pre-requisites

To build on participants' existing skills and ensure that they can use Project effectively and efficiently in their work environment.

Objectives

To enable delegates to set up and manage projects using Microsoft Project.

Course Content

Tracking a Project (Part 1)

- Apply a predefined filter to project information
- Sorting and grouping project information
- Creating a custom group option
- Apply a predefined filter to project information
- Apply an AutoFilter to project information
- Create a custom filter
- Apply a new table to a view
- Creating a custom table
- Creating a custom view

Tracking a Project (Part 2)

- Set a baseline plan
- Update a project schedule
- Compare the actual and planned progress of a project
- Add progress lines to a Gantt Chart
- Saving interim plans and displaying the bars on the Gantt Chart
- Rescheduling uncompleted work

Tracking a Project (Part 3)

- Monitor resource allocation
- Resolve resource over-allocation problems by manually delaying tasks
- Resolve resource over-allocation problems by automatically delaying tasks
- Export earned value data to Microsoft Excel

Communicating Project Information

- Display a project in Calendar view
- Print a view
- Modify the page layout of a view
- Print a predesigned report
- Using a report template
- Create a custom report

Working with Multiple Projects

- Setting up a consolidated Project
- Linking tasks across a consolidated Project
- Displaying critical paths in a consolidated Project
- Creating and using a resource pool