

DURATION: 2 days

CODE: SOL\PRJ\PRO16

COURSE OBJECTIVE

By the end of this course, participants are able to:

- Introduce users to Microsoft Project 2016
- Start Microsoft Project 2016
- Working with Project Plans
- Creating a Plan
- Using Calendar in Project
- Working with Resources and Assignments
- Managing Cost.
- Working with Deadlines and Milestones
- Tracking Progress
- Working with Views
- Reporting

WHO SHOULD ATTEND

- New or intending users of Microsoft Office Project 2016

PRE-REQUISITES

- A working knowledge of Personal Computers and Windows 7 or Windows 8 or Windows 10

Microsoft Project Professional 2016

INTRODUCTION

This course introduces users to Microsoft Project 2016, the project management application from Microsoft. Users will learn the main features of Project to create a task list, schedule the tasks, allocate resources to tasks, and finalize the task plan.

COURSE OUTLINE

Working with Project Plans

- Create a New Project
- Create a New Task
- Save a Project File

Creating a Plan

- How Does the Project Start Date?
- Entering Tasks
- Entering Durations
- Outlining Tasks
- Linking Tasks
- Interrupt Work On a Task

Working with Resources and Assignments

- Add Resource to Project
- Assign Resources
- Change Resource Availability
- Level Resource Assignment
- Sort Tasks, Resources, or Datae
- Group Tasks or Resources
- Create a Custom Filter

Calender in Project

- Change Working Days for the Project Calendar
- Make Custom Calendars
- Add Holidays to Calendar

Creating an Initial Schedule

- Deadlines.
- Milestones.

Managing Cost

- Overview Cost
- Entering Cost
- View Project Cost Totals

Tracking Progress

- Critical Path
- Baseline
- Update Project

Working with View and Report

- Timeline View
- Network Diagram View
- Timescale View
- Printing