



55205: Mastering Microsoft® Project 2016

Duration: 3 Days

Method: Instructor-Led Training (ILT)

Course Description

This course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

Target Audience

This course is intended for:

- Both novice and experienced project managers, managers, schedulers, and other project stakeholders who need to incorporate the discipline of project management with Microsoft Project 2016.

Prerequisites

There are no prerequisites for this course.

NOTE: It is helpful to have taken an introductory project management course like *Project Management Fundamentals*.

Course Objectives

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

- Understand the discipline of project management as it applies to the use of Microsoft Project 2016.
- Create a Work Breakdown Structure.
- Identify task types & relationships.
- Define resources within a project.
- Make work package estimates.
- Create an initial schedule.
- Create a resource levelled schedule.
- Create projects from templates or Excel files.
- Create Global templates.
- Create formulas and graphical indicators.
- Record a macro.
- Format output and print reports.
- Integrate multiple projects.
- Set up a project with a calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.
- Create a master project list with shared resources.



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Course Topics

Module 1: Introduction to Microsoft Project

- How Does Project Relate to the Discipline of Project Management
- The New Features of Project 2016
- Use the Ribbon
- Task, Resource or Assignment Information Views
- Select a Table Within A View to Show Different Information
- How Do the Features of Project Relate to the Five (5) Steps for Building A Plan in Project?

Module 2: A Quick and Easy Overview of Managing with Project

- Create a New Project and Prepare It for Data Entry
- Enter Project Tasks
- Sequence the Tasks
- Define Resources
- Estimate Task Duration and Assign Resources
- Baseline the Project
- Track Project Progress

Module 3: Setting Up a Project

- Create a New Project from an Excel File and a SharePoint Tasks List
- Establish One or More Calendars to Constrain Resource Availability
- Calculate the Schedule Using the Start Date or the Finish Date

Module 4: Manually Schedule vs. Auto-Schedule

- Manually Schedule Mode
- Auto-Schedule Mode

Module 5: Creating a Work Breakdown Structure

- Build and Use Summary and Subordinate Tasks.
- Understand and Use Milestones
- Develop WBS Outlines
- Assign Completion Criteria
- Evaluate the WBS
- Understand and Use WBS Templates

Module 6: Identifying Task Relationships

- The Different Types of Task Relationships
- Create Task Relationships
- Determine and Display Task Sequence
- Understand and Use Lag, Lead, and Delay
- Task Paths' Task Relationships

Module 7: Defining Resources within Project

- Define Resource Types
- Define Individual Resources
- Record Resource Cost(s)
- Establish a Resource Calendar
- Define the Maximum Units of Each Resource



Course Topics *Continued*

Module 8: Making Work Package Estimates

- Enter Duration Estimates and Task Costs
- Task Types
- Work, Units, and Duration Relationship
- Effort Driven Scheduling and How It Is Affected by Work, Units, and Duration
- Using the Team Planner View

Module 9: Creating an Initial Schedule

- Calculate Float
- Identify a Project's Critical Path
- Understand and Identify Task Constraints
- Create Milestones
- Use the Task Inspector to Troubleshoot the Initial Schedule

Module 10: Create a Resource Leveled Schedule

- Adjust a Project Schedule When Resources Are Limited
- Overall Project Cost and Schedule View
- Identify Overallocated Resources
- Multiple Ways to Adjust Tasks and Assignments to Remove Overallocation

Module 11: Managing the Project

- Set a Baseline
- Enter and Track Project Performance Data
- Apply Different Tracking Methods
- Perform Variance Analysis on A Project

Module 12: Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting
- Other File Formats

Module 13: Managing Multiple Projects

- Use Common Resources Among Multiple Projects
- Link Tasks Between Multiple Projects
- Create a Consolidated View of Multiple Projects

Module 14: Advanced Topics

- Customize the Ribbon and the Quick Access Toolbar
- Customize WBS Numbering
- Formulas and Graphical Indicators Concepts
- The Purpose of The Global Template and Organizer
- Use Task Deadlines
- Record a Macro

Module 15: Summary

- Access the Office App Store

LABS INCLUDED

