# Microsoft® Project 2016: Part 2

## Duration: 1 Day
## Method: Instructor-Led Training (ILT) | Live Online Training

## Course Description

Welcome to Microsoft® Project 2016: Part 2. This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment.

In Microsoft® Project 2016: Part 1, you learned the basic features of Microsoft® Project 2016 during the planning phase of a project. Microsoft® Project 2016: Part 2 covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

## Target Audience

This course is intended for:

- Persons with an understanding of project management concepts who are responsible for creating and maintaining project plans.
- Persons who want to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.

## Prerequisites

To attend this course, candidates must have:

- Basic project management knowledge and skills or complete the following courses:
  - *Project Management Professional (PMP)® Training: Aligned with PMBOK® Guide Fifth Edition*
  - *Microsoft® Project 2016: Part 1*

Microsoft Partner

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
**Tel:** 876-978-1107 / 876-978-1486 / 876-927-9455
**WhatsApp:** 876-978-9353
**E-Mail:** training@RWTTS.com | **Website:** www.RWTTS.com

## Prerequisites *Continued*

- You should also have basic knowledge and skills for using any current Windows®operating system—preferably Windows 10 or completed one of the following courses:
    - *Using Microsoft® Windows® 10*
    - *Microsoft® Windows® 10 Transition from Windows® 7*

## Course Objectives

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

- Update a project plan to reflect progress as you execute the project.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customize project settings and share customizations with other projects.

## Course Topics

### Lesson 1: Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

### Lesson 2: Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

### Lesson 3: Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

### Lesson 4: Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

### Lesson 5: Customizing the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans

### ACTIVITIES INCLUDED