55181: Digging Deeper into Microsoft® Project 2016

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course takes an in-depth approach to key features of Project 2016 including task entry and linking, resource and resource management, and examining and updating projects. Participants will learn to efficiently manage projects, create master projects and sub-projects, create and customize visual reports, work with resource pools, and learn about costing.

Target Audience

This course is intended for:

- Persons who want to start with the basics and learn how to use Microsoft® Project 2016.

Prerequisites

To attend this course, candidates must have:

- Working knowledge of *Microsoft® Projects 2016*.

Course Objectives

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

- Create master projects and subprojects in Project 2016.
- Work with resource pools.
- Create customized project reports.
- Work with the advanced formatting features of the Gantt chart and network diagrams.

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Course Topics

Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List

- Start a Project
- Set project options.
- Create a project from an existing project.
- Create a project from an Excel spreadsheet.
- Create a project from a SharePoint list.

Module 2: Advanced Methods for Managing Tasks and Resources

- Manage Tasks and Resources
- Understand Elapsed versus Actual Time Settings
- Set Task Constraints
- Split and Delay Tasks
- Use the Task Inspector
- Analyse Critical Tasks and Critical Path
- Use Lag Time and Lead Time
- Analyse Task Assignments
- Use the Team Planner
- Use a Resource Pool and Sharing Resources
- Manage Resource Availability and Pay Rates

Module 3: Managing the Project with Advanced Techniques

- Use Levelling to Solve Resource Over-allocations
- Amend Tasks
- Understand Baseline and Interim Plans
- Analyse Project Costs and Creating Budgets

Module 4: Formatting and Customizing Views

- Customize the Gantt Chart
- Create a Custom View
- Apply Filters
- Use Work Breakdown Structure (WBS) Codes

Module 5: Reporting

- Create Visual Reports
- Edit Reports

Module 6: Working with Templates

- Use Subproject within a Project
- Use the Organizer to Maintain Templates

LABS INCLUDED

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