

# Microsoft Project 2016 Essentials

Duration: 2 Days Course Code: PRO16E

*This course is designed for students who wish to learn Project management and using this powerful piece of software. It covers all the essentials required to create a reasonably complex project working with Critical Paths, Gantt Charts, Resources, Conflicts and Constraints.*

## Learning Outcomes

By the end of this course students will be able to understand the purpose of Gantt Charts, Tasks, the Critical Path, Working with Resources and Tracking the Baseline among others.

## Prerequisites

This course is designed for students with reasonably good computer skills. While experience with Microsoft Project is not a requirement a basic understanding of the terminology, tools and techniques is an advantage.

## Overview

- Plan a Project using MS Project 2016
- Link Tasks Effectively
- Work with Time Constraints
- Work with Subtasks in an outline form
- Assign Resources and their work Schedules to Tasks
- Resolve Time and Resource Conflicts
- Effectively use the different Views and Reports
- Work with Sub Tasks in an Outline Form

## Starting a Project

- The Planning Process
- Defining Project Information
- Managing a Project
- Project Management Tools
- Starting a Project
- Changing Work Hours
- Add a Non-Working Day

## Task Relationships

- Linking Tasks and Observing the Critical Path
- Modifying Task Relationships
- Working with Constraints
- The Critical Path
- Filtering Tasks
- Creating Recurring Tasks
- Task Duration and Milestones

## Outlining

- Organising the Task List into an Outline
- Viewing Levels of Detail
- Using Drawing Tools
- Linking Summary Tasks
- Viewing Outline Codes
- Collapsing and Expanding an Outline

## Adding and Assigning Resources

- Creating and Assigning Base Calendars
- Entering and Assigning Resources
- Working with Project Costs
- Creating and Assigning Resources
- Assigning Resources to Groups

## Displaying Project Data

- Exploring Different Views
- Generating Project Reports
- Creating a Report
- Cross Tab Reports
- Setting Page Setup Options

## Viewing and Filtering Data

- Working with Different Views
- Changing Views
- Using a Combination View
- Formatting the Timescale
- Customising a View
- Filtering Project Data
- Creating Custom Filters
- Using the Organiser

## Setting a Baseline Plan

- Creating a Baseline Plan
- Working with Baselines
- Baseline Tables
- Previewing the Baseline Report
- Clearing the Baseline

## Tracking Project Progress

- Modifying the Environment for Tracking
- Entering Data for Completed Tasks
- Entering Data for Tasks in Progress
- Updating a Task on Schedule

- Viewing Slippage
- Entering % Complete
- Applying Progress Lines

## Adjusting Schedule for Future Tasks

- Setting and Displaying an Interim Plan
- Finalising the Project
- Marking Tasks Complete
- Correcting Actual Data
- Analysing Final Data
- Using Final Data in New Projects
- Copying Task Names to a New Project

## Additional Resource Considerations

- Working Hour Considerations
- Customising Resource Reports

## Customising the Microsoft Project Environment

- Working with Views
- Working with Global Settings
- Using the Options Dialog Box

