

Microsoft Project Server 2013/2016 for Project Managers

Length: 3 Days

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills. You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 10. Finally, you should have competency in using other Microsoft Office applications—preferably Office 2016. You can take any of the Office 2016 course offerings to attain the requisite knowledge and skills.

Target audience: This course is designed for students with an understanding of project management concepts who are responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2013/2016 during the execution, monitoring, and controlling phases of a project.

Course objectives: Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2013/2016 project plan. You will: 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 CONTENT

1 - GETTING STARTED WITH MICROSOFT PROJECT

Topic A: Identify Project Management Concepts
Topic B: Navigate the Microsoft Project 2013/2016 Environment

2 - DEFINING A PROJECT

Topic A: Create a New Project Plan
Topic B: Define a Project
Topic C: Assign a Project Calendar

3 - CREATING AND ORGANIZING TASKS

Topic A: Add Tasks to a Project Plan
Topic B: Import Tasks from Other Programs
Topic C: Create a Work Breakdown Structure
Topic D: Define Task Relationships
Topic E: Schedule Tasks

4 - MANAGING PROJECT PLAN RESOURCES

Topic A: Add Resources to a Project Plan
Topic B: Create a Resource Calendar
Topic C: Enter Costs for Resources
Topic D: Assign Resources to Tasks
Topic E: Resolve Resource Conflicts

5 - FINALIZING A PROJECT PLAN

Topic A: Optimize a Project Plan
Topic B: Set a Baseline
Topic C: Share a Project Plan

6 - EXECUTING A PROJECT

Topic A: Enter Task Progress
Topic B: Update Task Progress with SharePoint
Topic C: Update Work
Topic D: Update Costs

7 - MONITORING PROJECT PROGRESS

Topic A: View Project Progress
Topic B: Add Custom Fields
Topic C: Create Custom Views

Topic D: Create a Network Diagram

Topic E: Analyze a Project Plan

8 - CONTROLLING A PROJECT PLAN

Topic A: Edit the Task List

Topic B: Reschedule Tasks

Topic C: Update a Baseline

9 - REPORTING ON PROGRESS

Topic A: Format and Share a Chart View

Topic B: View Existing Reports

Topic C: Create Custom Reports

Topic D: Create a Visual Report

10 - CUSTOMIZING THE APPLICATION

Topic A: Change Project Options

Topic B: Create a Project Plan Template

Topic C: Share Resources

Topic D: Link Project Plans