

Project 2016 Introduction / Advanced

Length: 2 Days

Summary: The first part of the course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project. Get familiar with project terminology, create a project plan using tasks, durations, and relationships, understand project views, defining the project, work with calendars, create and manage a resource pool, and baseline your project.

The second part of the course builds on day-to-day project management using MS Project, covering the advanced features of the application, including emphasis on customizing of the application itself: Managing resource and resolving over allocations, charting and displaying data, templates, customizing project, macros and VBA.

COURSE CONTENT

1: PROJECT MANAGEMENT OVERVIEW

- Introduction to Microsoft Project
- Using the new TimeLine feature
- Introduction to Project Views
- Viewing the Network Diagram
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology
- Work Breakdown Structure

2: PLANNING THE PROJECT

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File

- Ending a Project Session

3: TASK ENTRY AND TASK LINKING

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2016
- Working with task durations and relationships
- Using lag time and lead time
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

4: RESOURCES AND RESOURCE ENTRY

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Planner to view and change assigned resources
- Baseline your project

5. APPENDIX A: NEW FEATURES IN PROJECT 2016

- Getting Started with Templates
- Project Reports
- Talking to your team with Lync 2010
- Trace Task Paths
- More Flexible Timelines
- Resource Scheduling
- Do things quickly with Tell Me

6: MANAGING THE PROJECT

- Management Criteria
- Managing Time
- Examine an Existing Project
- Managing Resources

7: SPECIAL FEATURES AND ADVANCED ANALYSIS

- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- Reports
- 'Grouping'
- Recurring Tasks

8: TEMPLATES, WIZARDS, AND MACROS

- Templates
- Use a Sample Template
- Global Template
- The Organizer

9: MULTIPLE PROJECTS AND RESOURCE SHARING

- Customization
- Custom Reports
- Custom Views
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- The Ribbon

10: MACROS OVERVIEW

- Macros
 - The VB Editor
 - Creating VBA Code
 - Working with Modules
 - Editing Macros
 - Customizing the Ribbon
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