



## Microsoft Office Project 2016

Course PR2016 2 Days Instructor-led, Hands on

### Introduction

This two day, instructor-led course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information. You will manage and customize project plans during the implementation stage of a project.

### At Course Completion

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

- Work with Project 2016 on your PC or touch-enabled device
- Build and fine-tune your project plan
- Schedule tasks and milestones
- Assign resources to tasks
- Track progress and costs
- Format and share your plan
- Customize Gantt chart views, tables and calendars
- Advanced task scheduling
- Fine tune task details
- Update a Project plan.
- Adjust Project plans
- Report on Project information
- Create Project templates
- Customize Project
- Work with multiple projects

### Prerequisites

Students enrolling in this class should have the following knowledge and skills:

- An understanding of project management concepts. The course Project Fundamentals, (Course No. PRFND) provides this information
- Knowledge of a Windows operating system
- A basic knowledge of Microsoft Word and Microsoft Excel would be helpful, but are not required.

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## **Course Outline**

### **Module 1: Introducing Microsoft Project**

- What is Microsoft Project
- Uses for Project
- Using a Project template

### **Module 2: Creating a Project Plan**

- Determining a start or finish date
- Setting the project calendar
- Adding tasks
- Outlining the project
- Showing the project summary task

### **Module 3: Structuring the Project Plan**

- Estimating durations
- Linking tasks
- Adjusting links
- Adding constraints
- Adding deadlines

### **Module 4: Adding Resources to the Project Plan**

- Understanding resource types
- Building a resource sheet
- Working with resource calendars
- Assigning resources to tasks
- Understanding task types and effort-driven

### **Module 5: Tracking Estimated Costs**

- Viewing resource costs
- Using cost resources
- Adding fixed costs

### **Module 6: Adjusting the Project Plan**

- Exploring project views
- Using the timeline
- Using multiple timelines
- Adjusting work hours
- Adding project notes
- Resolving resource overallocations

### **Module 7: Finalizing the Project Plan**

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- Viewing the critical path
- Using task path highlighting
- Saving the baseline
- Viewing initial reports

### **Module 8: Updating a Project Plan**

- Marking tasks complete
- Adjusting actuals
- Marking tasks partially complete
- Showing progress lines
- Comparing actuals to a baseline

### **Module 9: Adjusting Project Plans**

- Changing project resources
- Adjusting task schedules
- Splitting tasks
- Delaying the remainder of a project
- Saving an interim plan
- Saving another baseline

### **Module 10: Reporting on Project Information**

- Using built-in reports
- Exporting information to Excel
- Copying information to Word
- Using visual reports

### **Module 11: Creating Project Templates**

- Removing unwanted information
- Saving the project as a template
- Using a project template

### **Module 12: Customizing Project**

- Using filters
- Formatting a project table
- Grouping project information
- Using custom fields
- Customizing views
- Building custom tables
- Building custom reports
- Sharing custom items with other projects

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- Setting project options

### **Module 13: Working with Multiple Projects**

- Resource pools
- Master projects