



55205 Mastering Microsoft Project 2016

The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

Target Audience

This course is intended for both novice and experienced project managers, managers, schedulers, and other project stakeholders who need to incorporate the discipline of project management with Microsoft Project 2016.

Course Objectives

- Understand the discipline of project management as it applies to using Microsoft Project 2016.
- Create a Work Breakdown Structure.
- Identify Task Types & Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Create Projects from templates, Excel files.
- Create Global templates.
- Create formulas and graphical indicators.
- The steps to record a macro.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set up a Project with a Calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.
- Be able to create a master project list with shared resources.

Course Outline

1 - Introduction to Microsoft Project

Describe how Project relates to the discipline of Project management.

Learn what the new features are in Project 2016.

Navigate to the primary views available using the Ribbon.

Choose Views that display task, resource, or assignment information.

Select table within views to change the information that is available to see and edit.

Relate the features of Project to the 5 steps for building a plan in Project.

Lab 1: Introduction to Mastering Microsoft Project

2 - A Quick and Easy Overview of Managing with Project
Create a new project and prepare it for data entry.

Enter project tasks.

Sequence the tasks.

Define resources.

Estimate Task duration and assign resources.

Baseline the project.

Track project progress.

Lab 1: Creating a Basic Project with a template

Lab 2: Creating a Basic Project

3 - Setting Up a Project

Use multiple methods to create a new project from an Excel file and a SharePoint Tasks list.

Establish one or more calendars to constrain resource availability.

Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.

Lab 1: Setting Up a Project

4 - Manually Schedule vs. Auto Schedule

Students practice switching tasks between Manually Schedule and Auto Schedule modes. By switching modes, students learn the impact made on the project schedule and the individual tasks.

Lab 1: Explore Task Modes

5 - Creating a Work Breakdown Structure

Build and use summary and subordinate tasks.

Understand and use milestones.

Develop WBS Outlines.

Assign completion criteria.

Evaluate the WBS.

Understand and use WBS templates.

Lab 1: Manipulate a WBS

Lab 2: Supporting the Project Plan

6 - Identifying Task Relationships

Understand the different types of task relationships.

Understand and use various methods to create relationships.

Determine and display task sequence.

Understand and use lag, lead, and delay.

Understand the new feature of Task Paths.

Lab 1: Display the sequence

7 - Defining Resources within Project

Define resource types.

Define individual resources that will be used on the project.

Record the cost (s) of using each type of resource.

Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.

Lab 1: Resource Calendar and Availability

8 - Making Work Package Estimates

Enter estimates for duration and costs for each task.

Distinguish between task types and describe when each is appropriate.

Describe the relationship between work, units, and duration.

Describe the way Effort Driven scheduling is affected by work, units, and duration.

Assign tasks to resources using the Team Planner view.

Lab 1: Work, Duration and Labor

9 - Creating an Initial Schedule

Calculate float and identify a project's critical path.

Understand and identify task constraints.

Create milestones.

Use the Task Inspector to troubleshoot the initial schedule.

Lab 1: Calculating an Initial schedule

10 - Create a Resource Leveled Schedule

Adjust a project schedule to account for limited people and other resources.

View the overall cost and schedule of a project.

Identify resources that have been over allocated for a project schedule.

Use multiple ways to adjust tasks and assignments to remove over allocation for any resource.

Lab 1: Resource Leveling

11 - Managing the Project

Learn how to set a baseline.

Learn how to enter and track project performance data.

Learn how to apply different tracking methods.

Learn how to perform a variance analysis on a project.

Lab 1: The Baseline

Lab 2: Baseline & Tracking Performance

Lab 3: Variance

12 - Formatting Output and Printing Reports

Print

Views

Formats

Sorting

Filtering

Grouping

Custom Fields

Reporting

Other File Formats

Lab 1: Use the Grouping Feature

Lab 2: Create Reports in Project

13 - Managing Multiple Projects

Learn how to use common resources among multiple projects.

Learn how to link tasks between multiple projects.

Learn how to create a consolidated view of multiple projects.

Lab 1: Identifying Over allocated Resources from a Resource Pool and Consolidated File

14 - Advanced Topics

Learn how to customize the Ribbon and the Quick Access Toolbar.

Learn how to customize WBS numbering.

Learn the concepts of Formulas and Graphical indicators.

Learn the purpose of the Global template and Organizer.

Learn how to use Task Deadlines.

Learn how to record a Macro.

Lab 1: Recording a Macro in Project

15 - Summary

Learn how to access the Office App Store.