BULLETPROOF
Education Services

Project 2016 - Part 2

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

Length Days: 1 | Length Hours: 8

Prerequisites

Project 2016 - Part 1

To ensure your success in this course, you should have basic project management knowledge and skills. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project pan, and share a project plan using Microsoft Office Project 2016.

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 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 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 Outline

Executing a Project

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

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

Controlling a Project Plan

Topic A: Edit the Task List Topic B: Reschedule Tasks Topic C: Update a Baseline

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

Customizing the Application

Topic A: Change Project Options Topic B: Create a Project Plan Template Topic C: Share Resources Topic D: Link Project Plans