

3 Days

55205A: Mastering Microsoft Project 2016

Mastering Microsoft Project 2016 is a three-day course that is designed for individuals who are keen to advance their skill set on Microsoft Project 2016. The course will serve candidates from the basic concepts to the advanced functions that are required to plan and manage a small to medium-size project, including functions of leveling resources and capturing both cost and schedule progress.

Completion of the course equips the participants with the following skill set:

- Understanding the discipline of project management.
- Setting up a Project with a Calendar, start date, and scheduling method.
- Creating a Work Breakdown Structure.
- Identifying Task Types & Relationships.
- Defining Resources within Project.
- Creating Projects from templates, Excel files.
- Integrating Multiple Projects.
- Making Work Package Estimates.
- Creating an Initial Schedule.
- Creating a Resource Leveled Schedule.
- Creating Global templates.
- Creating formulas and graphical indicators.
- Understanding Manually Schedule vs. Auto Schedule.
- Creating a master project list with shared resources.

Course Details

Course Outline

Module 1: Introduction to Microsoft Project

- New features in Project 2013.
- Selecting table within views to change the information that is available to see and edit.
- Describing how Project relates to the discipline of Project management.

- Navigating to the primary views available using the Ribbon.

Module 2: A Quick and Easy Overview of Managing with Project

- Defining resources.
- Entering project tasks
- To Create a new project and prepare it for data entry.
- Sequencing the tasks.
- Estimating Task duration and assign resources.
- Baseline the project.
- Tracking project progress.

Module 3: Setting Up a Project

- Establish calendars to constrain resource availability.
- Using multiple methods to create a new project from an Excel file and a SharePoint Tasks list.
- Configure Project for calculating the schedule from the Start Date forward, or from the Finish Date backward.

Module 4: Manually Schedule vs. Auto Schedule

- Switching tasks between Manually Schedule and Auto Schedule modes.
- Learning the impact made on the project schedule and the individual tasks.

Module 5: Creating a Work Breakdown Structure

- Understanding and use WBS templates
- Understanding and use milestones.
- Building summary and subordinate tasks.
- Developing WBS Outlines.
- Assigning completion criteria.
- Evaluating the WBS.

Module 6: Identifying Task Relationships

- Understanding the different types of task relationships.
- Understanding and use various methods to create relationships.
- Determining and displaying task sequence.
- Understanding and use lag, lead, and delay.
- Understanding the new feature of Task Paths.

Module 7: Defining Resources within Project

- Defining resource types.
- Defining individual resources that will be used on the project.
- Record cost(s) of using each type of resource.

Module 8: Making Work Package Estimates

- Entering estimates for duration and costs for each task.
- Distinguishing between task types and describe when each is appropriate.
- Assigning tasks to resources using the Team Planner view

Module 9: Creating an Initial Schedule

- Calculating float and identify a project's critical path.
- Understanding task constraints.
- Creating milestones.
- Using the Task Inspector to troubleshoot the initial schedule.

Module 10: Create a Resource Levelled Schedule

- Identifying resources that have been over-allocated for a project schedule.
- Using multiple ways to adjust tasks and assignments to remove over allocation for any resource.
- Viewing the overall cost and schedule of a project.

Module 11: Managing the Project

- Setting a baseline.
- Entering and tracking project performance data.
- Applying different tracking methods.
- Performing a variance analysis on a project.

Module 12: Format Output and Print Reports

- Custom Fields
- Views
- Print
- Formats
- Sorting
- Filtering
- Grouping
- Reporting
- Other File Formats

Module 13: Managing Multiple Projects

- Using common resources among multiple projects.
- Linking tasks between multiple projects.
- Creating a consolidated view of multiple projects.

Module 14: Advanced Topics

- Customizing the Ribbon and the Quick Access Toolbar.
- Customizing WBS numbering.
- Concepts of Formulas and Graphical indicators.
- The purpose of the Global template and Organizer.
- Using Task Deadlines.

Who Should Attend

This course is beneficial for both novice and experienced managers, project managers, managers, and other project stake holders who want to incorporate the discipline of project management system with Microsoft Project 2016.

Pre Requisite

There are no prerequisites for this course. However, it would be helpful if an individual has taken any introductory project management course, such as Versatile's Principles of Project Management.

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