2 Days | 55181A: Microsoft Project 2016: Digging Deeper

The Intermediate Microsoft Project 2016: Digging Deeper training is a two-day class that is preceded by the course 55180: Introduction to Microsoft Project 2016 and here takes an in-depth approach to key features of Project 2016 task entry and linking, resource and resource management, and examining and updating projects. During the training period, participants will learn to manage projects, create and customize visual reports, create master projects and sub-projects, work with resource pools, and learn about costing.

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

- Create master projects and subprojects in Project 2016.
- Work with resource pools.
- Create customized project reports.
- Work with the advanced formatting features of the Gantt chart and network diagrams.

Course Details

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Course Outline

Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List

In this module, participants will learn how to get started with a project.

Lessons

- Start a Project
- Set project options.
- Create a project from an existing project.
- Create a project from an Excel spreadsheet.
- Create a project from a SharePoint list.

Module 2: Advanced Methods for Managing Tasks and Resources

In this module, participants will learn how to use advanced methods for managing tasks and resources.

Lessons

- Manage Tasks and Resources
- Understand Elapsed versus Actual Time Settings

- Set Task Constraints

- Split and Delay Tasks

- Use the Task Inspector

- Analyze Critical Tasks and Critical Path

- Use Lag Time and Lead Time

- Analyse Task Assignments

- Use the Team Planner

- Use a Resource Pool and Sharing Resources

- Manage Resource Availability and Pay Rates

Module 3: Managing the Project with Advanced Techniques

In this module, participants will learn how to manage projects with advanced techniques in Microsoft Project 2016.

Lessons

- Use Levelling to Solve Resource Over-allocations

- Amend Tasks

- Understand Baseline and Interim Plans

- Analyse Project Costs and Creating Budgets

Module 4: Formatting and Customizing Views

In this module, participants will learn how to format and customize views.

Lessons

- Customize the Gantt Chart

- Create a Custom View

- Apply Filters

- Use Work Breakdown Structure (WBS) Codes

Module 5: Reporting

In this module, participants will learn how to use reporting in Microsoft Project 2016.

Lessons

- Create Visual Reports

- Edit Reports

Module 6: Working with Templates

In this module, participants will learn how to work with templates in Microsoft Project 2016.

Lessons

- Use Subproject within a Project

- Use the Organizer to Maintain Templates

Who Should Attend

This course is beneficial for individual who want to start with the basics of Microsoft Project and learn how to use Project 2016.

Pre Requisite

None

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