

Project 2016 Introduction

Length: 1 Day

Summary: This course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project. Get familiar with project terminology, create a project plan using tasks, durations, and relationships, understand project views, defining the project, work with calendars, create and manage a resource pool, and baseline your project.

Who Should Attend: Microsoft Project 2016 is a suite of tools for efficient project and portfolio management. It is designed to help users set realistic goals for project teams and customers by creating schedules, distributing resources and managing budgets. This course is a good introduction for anyone who wants to learn to use MS project as the tool for them and their team.

Experience Needed: No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

COURSE CONTENT

1: PROJECT MANAGEMENT OVERVIEW

- Introduction to Microsoft Project
- Using the new TimeLine feature
- Introduction to Project Views
- Viewing the Network Diagram
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology
- Work Breakdown Structure

2: PLANNING THE PROJECT

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date

- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

3: TASK ENTRY AND TASK LINKING

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2016
- Working with task durations and relationships
- Using lag time and lead time
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

4: RESOURCES AND RESOURCE ENTRY

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Planner to view and change assigned resources
- Base lining your project

APPENDIX A: NEW FEATURES IN PROJECT 2016

- Getting Started with Templates
- Project Reports
- Talking to your team with Lync 2010
- Trace Task Paths
- More Flexible Timelines
- Resource Scheduling
- Do things quickly with Tell Me