



# MICROSOFT PROJECT

Project 2016 Fundamentals (PRO001)

Traditional Learning Pathway



## COURSE CONTENTS

### PROJECT MANAGEMENT

- What is Project Management
- PM methodologies
- PM terms & jargon
- Pros and Cons of MS Project
- PM software options

### MICROSOFT PROJECT BASICS

- Starting MS Project
- The Project Screen
- Using the Ribbon & QAT
- Backstage View
- The Project Work Area
- Working with Views
- Working with Tables
- Gantt Chart View
- Working with Files

### CREATING A NEW PROJECT

- Creating a New Project File
- Saving a New Project File
- Setting Project Options
- Pitfalls In Changing Options
- Working with Calendars
- Entering Public Holidays
- Creating A New Calendar
- Core Project Information
- File Metadata

### CREATING TASKS

- Understanding Tasks
- Entering Tasks
- Creating Summary Tasks
- WBS & outline
- Task Durations
- Entering Milestones

### SCHEDULING

- About Task Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Entering Lag Time
- Entering Lead Time

### RESOURCING A PROJECT

- Understanding Resources
- Creating a Resource Pool
- Using the Outlook Address Book
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources

### ASSIGNING RESOURCES

- Simple Resource Assignments
- Problem Assignments
- Assigning Materials

### COSTS

- Understanding Project Costs
- Costing a Task
- Costing Resource usage
- Viewing Project Costs

### PROJECT TRACKING

- Creating a Baseline
- Updating the Project Actuals
- Tracking Actuals on A Gantt Chart
- Viewing Task Slippage

### PRINTING

- Printing A Gantt Chart
- Printing Sheet Views
- Creating a PDF

# MICROSOFT PROJECT 2016 FUNDAMENTALS

## COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

## AIM

This course has been designed to allow participants to gain:

- an understanding of project management software
- confidence with the Microsoft Project software
- skills to use the software more efficiently and to become more productive in their job

## TARGET AUDIENCE

This course is a beginner's course and assumes no prior knowledge of Microsoft Project. It is suitable for participants who:

- want to learn how to use project management software
- want to produce professional looking Gantt charts
- are expected to know the basic features of Project for their job
- want to improve their productivity by learning new techniques and shortcuts

## OUTCOMES

By the end of this session you should be able to:

- design a Gantt chart using the software
- enter tasks and milestones into your project
- print your Gantt chart
- use a number of keyboard shortcuts to work more efficiently

## ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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