



MICROSOFT PROJECT

Project 2016 Intermediate (PRO002)

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

- 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

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

RESOURCING

- Creating A Simple Assignment
- Making Multiple Assignments
- Understanding Effort Driven Scheduling
- Understanding Work Contouring
- Assigning Materials

RESOURCE LEVELLING

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations

COSTS

- Understanding Project Costs
- Costing a Task
- Costing Resource usage
- Assigning different cost types
- Viewing Project Costs

CONSTRAINTS & DEADLINES

- Understanding Constraints and Deadlines
- Adding A Constraint
- Creating A Deadline

PROJECT TRACKING

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

PRINTING

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

PROJECT SUB PROJECT

- Adding a Sub Project
- Project Roll-up

REPORTING

- Basic reporting
- Visual Reports

MICROSOFT PROJECT 2016 INTERMEDIATE

COURSE LENGTH

Recommended course duration is 2 days, typically 8:30am – 4:30pm each day.

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 – intermediate level course and assumes basic 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
- create relationships between tasks in a project
- assign resources and materials using a number of different methods
- print your Gantt chart
- use a number of keyboard shortcuts to work more efficiently

ABOUT US

Isis Training are accredited Microsoft Office trainers and Microsoft Partners. We offer a large range of customised technology courses. We have been providing corporate training solutions in Far North Queensland from our base in Cairns since 1995. Our company maintains an internal Business Management System and our focus is always on delivering programs of the highest quality to our clients.

We also operate Corporate Central, a company specialising in developing Microsoft solutions – ranging from smart Excel spreadsheets and Word templates, right through to full paperless electronic Document or Project Management Systems using SharePoint and cloud based technologies.