
PROJECT – LEVEL 1 – Introduction (12 hrs)

Overview

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft Office Project Professional 2016 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan. Once the plan is created, you will set a baseline, track project actuals and report against the plan using Microsoft Project.

Prerequisites

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

- An understanding of project management concepts
- Knowledge of a Windows operating system

Delegates will learn how to

- Identify the components of the Microsoft Project environment
- Use views to work with a project plan
- Create a new project plan
- Create the project schedule
- Manage resources in a project plan
- Finalise a project plan
- Track progress
- View and report project plan information

Course Outline.

Module 1 - Getting Started with Microsoft Project

- Topic A - Introduction to Microsoft Project 2016
- Topic B - Explore the Microsoft Project 2016 Environment
- Topic C - Display an Existing Project Plan in different Views

Module 2 - Creating a Project Plan

- Topic A - Create a New Microsoft Project Plan
- Topic B - Setting Project Working Time
- Topic C - Project Information
- Topic D - Create Summary Stages or Phases
- Topic E - Editing the Task List
- Topic F - Defining the Activity List

- Topic G - Creating and Applying Task Calendars
- Topic H - Creating the Work Breakdown Structure

Module 3 - Creating the Project Schedule

- Topic A - Task Durations
- Topic B - Defining Milestones
- Topic C - Manual Scheduling and Finish to Start Relationships
- Topic D - Automatic Scheduling
- Topic E - Task Relationships
- Topic F - Adding Stages to the Timeline
- Topic G - Identifying the Critical Path
- Topic H - Working with Constraints and Deadlines
- Topic I - Recurring Activities
- Topic J - Add Notes to a Task
- Topic K - Referencing Other Files in Tasks

Module 4 - Managing Resources in a Project Plan

- Topic A - Resource Types
- Topic B - Working with Resource Calendars and Availability
- Topic C - Adding Resource Costs
- Topic D - Assigning Resources to Tasks
- Topic E - Effort Driven Scheduling
- Topic F - Resolve Resource Overallocation
- Topic G - Splitting Activities

Module 5 - Introduction to Project Tracking

- Topic A - Setting a Project Baseline
- Topic B - Entering Actuals
- Topic C - Viewing Progress in a Project Plan

Module 6 - Viewing and Reporting Project Detail

- Topic A - Filter, Group and Highlight Project Information
- Topic B - Printing Views
- Topic C - Using Standard Reports in Microsoft Project