



# 55205: Mastering Microsoft® Project 2016

Duration: 3 Days

Method: Instructor-Led

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*Certification: Microsoft® Specialist in Microsoft® Project — Exam: Managing Projects with Microsoft® Project **Code: 74-343***

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## Course Description

This course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft® Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

## Target Audience

This course is intended for:

- Both novice and experienced project managers, managers, schedulers, and other project stake holders who need to incorporate the discipline of project management with Microsoft® Project 2016.
- Persons wishing to prepare/take for the Microsoft® Project exam.

## Prerequisites

To attend this course, participants must have:

- Completed courses:
  - 55180: Introduction to Microsoft® Project 2016
  - 55181: Digging Deeper into Microsoft® Project 2016

## Course Objectives

Upon successful completion of this course, participants will be able to:

- Understand the Discipline of Project Management as It Applies to Using Microsoft® Project 2016.
- Create a Work Breakdown Structure.
- Identify Task Types & Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Create Projects from Templates, Excel files.



## Course Objectives, *Continued*

- Create Global Templates.
- Create Formulas and Graphical Indicators.
- The Steps to Record a Macro.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set Up a Project with a Calendar, Start Date, and Scheduling Method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage Multiple Projects.
- Be able to Create a Master Project List with Shared Resources.

## Course Content

### Module 1: Introduction to Microsoft® Project

- Describe how Project Relates to the Discipline of Project Management.
- Learn What the New Features Are in Project 2016.
- Navigate to the Primary Views Available Using the Ribbon.
- Choose Views that Display Task, Resource, Or Assignment Information.
- Select and Edit Information in Tables Option in Views
- Relate the Features of Project to the Five Steps for Building a Plan in Project Management.

### Module 2: A Quick and Easy Overview of Managing with Project

- Create A New Project and Prepare It for Data Entry.
- Enter Project Tasks.
- Sequence the Tasks.
- Define Resources.
- Estimate Task Duration and Assign Resources.
- Baseline the Project.
- Track Project Progress.

### Module 3: Setting Up a Project

- Create a New Project from an Excel file and a SharePoint Tasks list using Multiple Methods
- Establish One or More Calendars to Constrain Resource Availability.
- Configure Project to Calculate the Schedule from the Start Date Forward, or from the Finish Date Backward.

### Module 4: Manually Schedule vs. Auto Schedule

- Switch Tasks between Manually Schedule and Auto Schedule modes.

## Course Content, *Continued*

### Module 5: Creating a Work Breakdown Structure

- Build and Use Summary and Subordinate Tasks.
- Understand and Use Milestones.
- Develop WBS Outlines.
- Assign Completion Criteria.
- Evaluate the WBS.
- Understand and Use WBS Templates.

### Module 6: Identifying Task Relationships

- Understand the Different Types of Task Relationships.
- Understand and Use Various Methods to Create Relationships.
- Determine and display task sequence.
- Understand and Use Lag, Lead, and Delay.
- Understand the New Feature of Task Paths.

### Module 7: Defining Resources within Project

- Define Resource Types.
- Define Individual Resources that Will Be Used On the Project.
- Record the Cost(s) of Using Each Type of Resource.
- Establish a Resource Calendar and Define the Maximum Units of that Resource.

### Module 8: Making Work Package Estimates

- Enter Estimates for Duration and Costs for Each Task.
- Distinguish between Task Types and Describe When Each is Appropriate.
- Describe the Relationship between Work, Units, and Duration.
- Describe the Way Effort Driven Scheduling is Affected by Work, Units, and Duration.
- Assign Tasks to Resources Using the Team Planner View.

### Module 9: Creating an Initial Schedule

- Calculate Float and Identify a Project's Critical Path.
- Understand and Identify Task Constraints.
- Create Milestones.
- Use the Task Inspector to Troubleshoot the Initial Schedule.

### Module 10: Create a Resource Leveled Schedule

- Adjust a Project Schedule to Account for Limited People and Other Resources.
- View the Overall Cost and Schedule of a Project.
- Identify Resources that Have Been Over Allocated for a Project Schedule.
- Adjust Tasks and Assignments to Remove Over Allocation for Any Resource.

## Course Content, *Continued*

### Module 11: Managing the Project

- Set a Baseline.
- Enter and Track Project Performance Data.
- Apply Different Tracking Methods.
- Perform a Variance Analysis on a Project.

### Module 12: Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting
- Other File Formats

### Module 13: Managing Multiple Projects

- Use Common Resources Among Multiple Projects.
- Link Tasks between Multiple Projects.
- Create a Consolidated View of Multiple Projects.

### Module 14: Advanced Topics

- Customize the Ribbon and the Quick Access Toolbar.
- Customize WBS Numbering.
- Concepts of Formulas and Graphical indicators.
- Purpose of the Global Template and Organizer.
- Use Task Deadlines.
- Record a Macro.

### Module 15: Summary

- Access the Office App Store.

## LABS INCLUDED

