



55181: Digging Deeper into Microsoft® Project 2016

Duration: 2Days

Method: Instructor-Led

Course Description

This course takes an in-depth approach to key features of Project 2016 including task entry and linking, resource and resource management, and examining and updating projects. Participants will learn to efficiently manage projects, create master projects and sub-projects, create and customize visual reports, work with resource pools, and learn about costing.

Target Audience

This course is intended for:

- Persons who want to start with the basics and learn how to use Microsoft® Project 2016.

Course Objectives

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

- Work with the advanced formatting features of the Gantt chart and network diagrams.
- Create master projects and subprojects in Project 2016.
- Create customized project reports.
- Work with resource pools.

Course Content

Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List

- Starting a Project



Course Content, *Continued*

Module 2: Advanced Methods for Managing Tasks and Resources

- Managing Tasks and Resources
- Understanding Elapsed versus Actual Time Settings
- Setting Task Constraints
- Splitting and Delaying Tasks
- Using the Task Inspector
- Analyzing Critical Tasks and Critical Path
- Using Lag Time and Lead Time
- Analyzing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availability and Pay Rates

Module 3: Managing the Project with Advanced Techniques

- Using Leveling to Solve Resource Overallocations
- Amending Tasks
- Understanding Baseline and Interim Plans
- Analyzing Project Costs and Creating Budgets

Module 4: Formatting and Customizing Views

- Customize the Gantt Chart
- Creating a Custom View
- Applying Filters
- Using Work Breakdown Structure (WBS) Codes

Module 5: Reporting

- Creating Visual Reports
- Editing Reports

Module 6: Working with Templates

- Using Subproject within a Project
- Using the Organizer to Maintain Templates

LABS INCLUDED

