



Microsoft Project 2016: Digging Deeper

Course 55181: 2 days; Instructor-Led

Introduction

This Intermediate Microsoft Project 2016: Digging Deeper class 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. You 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.

At Course Completion

After completing this course, students 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.

Audience

This course is intended for students who want to start with the basics and learn how to use Microsoft Project 2016.

Course Outline

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

This module explains how to get started with a project.

Lessons

- Starting a Project

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

- Starting a Project

After completing this module, students will be able to:

- Set project options.
- Create a project from an existing project.
- Create a project from an Excel spreadsheet.
- Create a project from a SharePoint list.

Module 2: Advanced Methods for Managing Tasks and Resources

This module explains how to use advanced methods for managing tasks and resources.

Lessons

- 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

Lab : Advanced Methods for Managing Tasks and Resources

- Change the Task Dependency
- Creating a Task Constraint

- To Split a Task: Using the Gantt Chart View
- Viewing the Task Inspector
- Viewing the Critical Path
- Set Lag Time and Lead Time
- Adding a Note through the Assignment Information Dialog Box
- Displaying a Team Planner and Apply Formatting
- Sharing a Resource Pool
- Changing a Pay Rate

After completing this module, students will be able to:

- Work with task dependencies.
- Distinguish elapsed versus actual time settings.
- Set task constraints.
- Split and delay tasks.
- Use the Task Inspector.
- Analyze critical tasks and the critical path.
- Use lag time and lead time.
- Analyze task assignments.
- Use the team planner.
- Use a resource pool and share resources.
- Manage resource availability and pay rates.

Module 3: Managing the Project with Advanced Techniques

This module explains how to manage projects with advanced techniques in Microsoft Project 2016.

Lessons

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

Lab : Managing the Project with Advanced Techniques

- Using Leveling to Solve Resource Overallocations: Using the Gantt
- To Amend Tasks
- Setting Additional Baselines
- Creating Budgets

After completing this module, students will be able to:

- Use leveling to solve resource overallocation.
- Amend tasks.
- Understand baseline and interim plans.
- Analyze project costs and create budgets.

Module 4: Formatting and Customizing Views

This module explains how to format and customize views.

Lessons

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

Lab : Formatting and Customizing Views

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

After completing this module, students will be able to:

- Customize the Gantt chart.
- Create a custom view.
- Apply filters.

- Use Work Breakdown Structure (WBS) codes

Module 5: Reporting

This module explains how to use reporting in Microsoft Project 2016.

Lessons

- Creating Visual Reports
- Editing Reports

Lab : Reporting

- Creating Visual Reports
- Editing a Report

After completing this module, students will be able to:

- Create visual reports.
- Edit reports.

Module 6: Working with Templates

This module explains how to work with templates in Microsoft Project 2016.

Lessons

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

Lab : Working with Templates

- Using Subprojects within a Project
- Using the Organizer

After completing this module, students will be able to:

- Use subproject within a project.
- Use the Organizer to maintain templates.