

# MICROSOFT PROJECT 2016 - LEVEL 2 & 3 / ADVANCED

Course Code: 6684

Learn to create and manage a project schedule using Microsoft® Project 2016.

Create and manage a project schedule using Microsoft® Project 2016.

## What You'll Learn

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan. You will:

- Update a project plan to reflect progress as you execute the project
- Monitor project progress in the project plan
- Adjust the project plan to control constraints
- Create project reports to share a project's status
- Customize project settings and share customizations with other projects

## Who Needs to Attend

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

## Prerequisites

Basic project management knowledge and skills are required to be successful in this course. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan.

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CLASSROOM LIVE

\$780 CAD

2 Day

## Classroom Live Outline

### Day 1

#### Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Tables
- Create Calculated Fields
- Create Concatenated Fields
- Creating Customized Date Functions Fields
- Create Custom Single Views
- Create Custom Combination View
- Create a Network Diagram
- Analyze a Project Plan

#### Importing and Exporting Data

- Import and Export Maps
- Importing External Files Into Projects
- Hyperlinking Files in Project

#### Resource Pools

- Resource Pools
- Working With Resource Pool
- Sharing a Resource Pool
- Managing a Resource Pool
- Reporting and Analyzing the Resource Pool

#### Multiple Projects and Master Projects

- Linking Projects Plans
- Create a Series of Sub Projects
- Managing Projects Within the Master Project
- Managing Projects in the Sub Project

## **Day 2**

### **Earned Value Analysis**

- Creating Progress Lines
- Using the Earned Value Tools
- Customizing the Earned Value Tables
- Defining the Different Fields Available for EVA

### **Customizing the Application**

- Create Project Options
- Create a Project Plan Template
- Understanding Template Options
- The Organizer

### **Reporting Tools**

- View Existing Reports
- View Visual Reports
- View Excel Reports

### **Create Customized Excel Reports**

- Create Customized Visual Reports
- Report Dashboards
- Best Practice Analyzer

### **Advanced Additional Features**

- Integration with SharePoint
- Hyperlinks
- Custom WBS Codes
- Macros Overview

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VIRTUAL CLASSROOM LIVE

\$780 CAD

2 Day

## Virtual Classroom Live Outline

### Day 1

#### Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Tables
- Create Calculated Fields
- Create Concatenated Fields
- Creating Customized Date Functions Fields
- Create Custom Single Views
- Create Custom Combination View
- Create a Network Diagram
- Analyze a Project Plan

#### Importing and Exporting Data

- Import and Export Maps
- Importing External Files Into Projects
- Hyperlinking Files in Project

#### Resource Pools

- Resource Pools
- Working With Resource Pool
- Sharing a Resource Pool
- Managing a Resource Pool
- Reporting and Analyzing the Resource Pool

#### Multiple Projects and Master Projects

- Linking Projects Plans
- Create a Series of Sub Projects
- Managing Projects Within the Master Project
- Managing Projects in the Sub Project

## **Day 2**

### **Earned Value Analysis**

- Creating Progress Lines
- Using the Earned Value Tools
- Customizing the Earned Value Tables
- Defining the Different Fields Available for EVA

### **Customizing the Application**

- Create Project Options
- Create a Project Plan Template
- Understanding Template Options
- The Organizer

### **Reporting Tools**

- View Existing Reports
- View Visual Reports
- View Excel Reports

### **Create Customized Excel Reports**

- Create Customized Visual Reports
- Report Dashboards
- Best Practice Analyzer

### **Advanced Additional Features**

- Integration with SharePoint
- Hyperlinks
- Custom WBS Codes
- Macros Overview

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PRIVATE GROUP TRAINING

2 Day

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