

# MICROSOFT PROJECT 2016 - LEVEL 1 / INTRO

Course Code: 6685

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

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016, so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project.

## What You'll Learn

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016.

You will:

- Identify project management concepts and navigate the Project 2016 environment
- Create and define a new project plan
- Create and organize tasks
- Manage resources in a project plan
- Finalize a project plan

## 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

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts
- End-user skills with the current Windows operating system
- Proficient skills using Microsoft Office products

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CLASSROOM LIVE

\$780 CAD

2 Day

## Classroom Live Outline

### **Getting Started with Microsoft Project**

- Understanding Project Management Concepts
- Getting Started
- Application and Project Windows
- Ribbon and Tabs
- Creating and Saving Projects
- Opening and Closing Projects
- Changing the View
- Understanding the Views
- Moving Within a View

### **Creating a Project Plan**

- Project Information
- Creating Task Lists
- Manual Tasks Scheduling
- Auto Task Scheduling
- Editing Task Lists
- Outlining Task Lists
- Task Dependencies
- Modifying Task Dependencies
- Task Information
- Project Timeline

### **Managing Resources and Costs in a Project**

- Project Resources
- Resource Assignment Concepts
- Assigning Resources
- Working with Project Calendars
- Working with Resource Calendars
- Working with Task Calendars

- Entering Project Costs
- Resource Costing

### **Printing Project Information**

- Page Setup Options
  - ☒ Previewing Views and Reports
  - ☒ Printing Project Information

### **Changing Scheduling Methods**

- Resource Assignment Concepts
- Task Type Settings
- Changing Task Types
- Task Constraints
- Identifying Factors Affecting Tasks
- Defining the Critical Path
- Formatting the Critical Path

### **Resolving Resource Conflicts**

- Editing Resource Assignments
- Resource Over Allocations
- Locating Resource Over Allocations
- Resolving Resource Over Allocations
- Saving the Baseline

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VIRTUAL CLASSROOM LIVE

\$780 CAD

2 Day

## Virtual Classroom Live Outline

### **Getting Started with Microsoft Project**

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### **Managing Resources and Costs in a Project**

- Project Resources
- Resource Assignment Concepts
- Assigning Resources
- Working with Project Calendars
- Working with Resource Calendars
- Working with Task Calendars

- Entering Project Costs
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### **Printing Project Information**

- Page Setup Options
  - ☒ Previewing Views and Reports
  - ☒ Printing Project Information

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PRIVATE GROUP TRAINING

2 Day

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