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# MS Project 2016

## **Duration** **24 Hours**

### **Introduction:**

This module is designed to make participants comfortable & confident in using Microsoft Project. It is not only learning the tool but also learning “Exploiting” the tool to suit the project needs. It will aid in understanding the logic behind using the tool.

### **Learning Objective:**

Learn Project 2016—one step at a time!

Experience learning made easy—and quickly teach yourself how to manage the complete project life cycle with Project 2016. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them!

Work with Project 2016 on your PC or touch-enabled device

Build and fine-tune your project plan

Schedule tasks and milestones, and assign resources

Track progress and costs, and manage variances

Troubleshoot delays and budget overruns

Customize Gantt chart views, tables, and calendars

Learn project-management best practices

### **Prerequisite:**

This course is designed for those who have some project management knowledge, but who are new to Microsoft Project, or have preliminary knowledge of Microsoft Project.

### **Course Content:**

#### **Introduction**

Who this book is for

How this book is organized

Download the practice files

Your settings in Project

Your companion ebook

Get support and give feedback

#### **I. Introduction to Microsoft Project**

1. Microsoft Project, project management and you
2. A guided tour of Project

#### **II. Simple Scheduling Basics**

3. Starting a new plan
4. Building a task list
5. Setting up resources
6. Assigning resources to tasks
7. Formatting and sharing your plan
8. Tracking progress

#### **III. Advanced Scheduling Techniques**

9. Advanced task scheduling
10. Fine-tuning task details
11. Fine-tuning resource and assignment details
12. Fine-tuning the Project plan
13. Organizing project details
14. Tracking progress on tasks and assignments

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15. Viewing and reporting project status
  16. Getting your project back on track

#### **IV. In-Depth and Special Subjects**

17. Applying advanced formatting and printing
18. Advanced report formatting
19. Customizing Project
20. Sharing information with other programs
21. Consolidating projects and resources

#### **V. Overview of Working with multiple projects**

-Quick overview of using project professional for multi-project in case server is not installed

#### **VI. Question and Answer Session.**

Expert trainer, interactive sessions, practical approach and engaging learning experience that enhances your learning outcomes