



Microsoft® Project 2016/365: Introduction

Course Description

Course Overview: Welcome to *Microsoft® Project 2016/365: Introduction*. This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016/365 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 2016/365 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2016/365 and share it with your supervisor (and others) for review and approval.

On Day 1, you learn the basic features of Microsoft Project 2016/365 during the planning phase of a project. Day 2 covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Target Student: This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2016/365 necessary to create and save project plans.

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills.

You should also have basic knowledge and skills for using any current Windows® operating system.

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2016/365. You can take any of the Office 2016/365 course offerings from CompuTrain to attain the requisite knowledge and skills.

Course Objectives

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016/365.

You will:

- Identify project management concepts and navigate the Project 2016/365 environment.
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan.
- Finalize a project plan.
- 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.

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Day 1

Lesson 1: Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project 2016/365 Environment

Lesson 2: Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

- Add Tasks to a Project Plan
- Import Tasks from Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Lesson 4: Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

Day 2

Lesson 1: Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Lesson 2: Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Lesson 3: Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Lesson 4: Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Lesson 5: Customizing the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans

Appendix A: Extending Project with Macros and Apps