

Microsoft Project Professional 2016

Duration: 24 Hours (3 Days)

Overview

The Microsoft Project Professional 2016 course is designed to help learners master the essentials of Microsoft Project 2016. It guides participants through comprehensive lessons on project management fundamentals and the specific features of the software. Starting with Module 1, individuals get acquainted with Microsoft Project and understand how it can enhance their project management skills. As they progress through modules like Simple Scheduling Basics and Starting a new plan, learners build foundational knowledge. They'll learn to create task lists in Module 4, set up resources in Module 5, and assign resources to tasks in Module 6. Subsequent sections delve into more advanced topics such as Tracking progress, Fine-tuning project plans, and Reporting project status. By the end of the course, participants will be adept at using Microsoft Project 2016 for effective project management, sharing information with other programs, and Consolidating projects and resources. This course equips learners with the skills to keep projects organized, on track, and within budget.

Audience Profile

Microsoft Project Professional 2016 is a comprehensive course designed to enhance the project management skills of professionals using Microsoft Project software.

- Project Managers
- Team Leaders
- Project Coordinators
- Business Analysts
- PMO Analysts
- Project Schedulers
- Project Controllers
- Program Managers
- Project Support Staff
- IT Managers
- Anyone involved in planning, implementing, and managing projects using Microsoft Project

Course Syllabus

Chapter 1:

- Microsoft Project, project management and you

Chapter 2:

- A guided tour of Project
- Simple Scheduling Basics

Chapter 3:

- Starting a new plan

Chapter 4:

- Building a task list

Chapter 5:

- Setting up resources

Chapter 6:

- Assigning resources to tasks

Chapter 7:

- Formatting and sharing your plan

Chapter 8:

- Tracking progress
- Advanced Scheduling Techniques

Chapter 9:

- Advanced task scheduling

Chapter 10:

- Fine-tuning task details

Chapter 11:

- Fine-tuning resource and assignment details

Chapter 12:

- Fine-tuning the Project plan

Chapter 13:

- Organizing project details

Chapter 14:

- Tracking progress on tasks and assignments

Chapter 15:

- Viewing and reporting project status

Chapter 16:

- Getting your project back on track
- In-Depth and Special Subjects

Chapter 17:

- Applying advanced formatting and printing

Chapter 18:

- Advanced report formatting

Chapter 19:

- Customizing Project

Chapter 20:

- Sharing information with other programs

Chapter 21:

- Consolidating projects and resources
- Appendices