

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Project Professional 2016

Learn to plan, schedule and track projects in Microsoft Project 2016, from building task lists to reporting project status.

3 Days

24 HOURS

25

TOPICS

COURSE 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.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- Explain how Microsoft Project supports project management
- Build a task list and set up a new plan
- Set up resources and assign them to tasks
- Format and share a project plan with others
- Track progress on tasks and assignments
- Fine-tune task, resource and assignment details
- Apply advanced formatting and reporting to plans
- Consolidate projects and resources across plans

25 Topics

01

TOPICS

Microsoft Project, project management and you

02

TOPICS

A guided tour of Project · Simple Scheduling Basics

03

TOPICS

Starting a new plan

04

TOPICS

Building a task list

05

TOPICS

Setting up resources

06

TOPICS

Assigning resources to tasks

07

TOPICS

Formatting and sharing your plan

08

TOPICS

Tracking progress · Advanced Scheduling Techniques

09

TOPICS

Advanced task scheduling

10

TOPICS

Fine-tuning task details

11

TOPICS

Fine-tuning resource and assignment details

12

TOPICS

Fine-tuning the Project plan

13

TOPICS

Organizing project details

14

TOPICS

Tracking progress on tasks and assignments

15

TOPICS

Viewing and reporting project status

16

TOPICS

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

17

TOPICS

Applying advanced formatting and printing

18

TOPICS

Advanced report formatting

19

TOPICS

Customizing Project

20

TOPICS

Sharing information with other programs

21

TOPICS

Consolidating projects and resources · Appendices

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com