

KOENIG SOLUTIONS • COURSE OUTLINE

55180-A: Introduction to Microsoft Project 2016: Getting Started

Learn to build and manage project schedules in Microsoft Project 2016, from tasks and resources to baselines and progress reporting.

6

MODULES

28

TOPICS

21

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the components of a project and how to navigate the Microsoft Project 2016 interface. It explains how to set up calendars, create and schedule tasks, and link them together. It then covers creating resources and assigning them to tasks, before addressing how to manage a project through baselines, progress tracking, reporting and exporting data to Excel.

WHO THIS COURSE IS FOR

Project Managers

Project Coordinators

Project Schedulers

Team Leads

Administrative Staff

LEARNING OBJECTIVES

- Identify the components of a project and map a project
- Explain the Microsoft Project 2016 interface, ribbon and toolbar
- Configure a project calendar and connect it to a project
- Create tasks, set durations and schedule milestones
- Link tasks and add notes to tasks
- Create work, material and cost resources
- Assign resources to tasks
- Apply baselines, record progress and generate reports

6 Modules, 28 Topics

01

Lessons

Components of a Project

This module explains how to identify the components of a project and map a project. It also explains the sample projects used throughout this course.

LESSONS

Project Components · Mapping a Project · Sample Projects Used in This Course

02

4 Lessons

Getting Around Microsoft Project 2016

This module explains how to get around in Microsoft Project 2016.

LESSONS

Starting Project · The Ribbon · The Backstage View · Tour of the Quick Access Toolbar · Basic Formatting

03

2 Lessons

Calendars

This module explains how to work with Calendars in Microsoft Outlook 2016.

LESSONS

- Project Start Date
- Creating a Project Calendar
- Connecting a Calendar to a Project
- Formatting the Timeline to Match a Custom Calendar

04

7 Lessons

Working with Tasks

This module explains how to work with tasks in Microsoft Outlook 2016.

LESSONS

Creating a Task · Entering Durations · Scheduling Tasks · Milestone Tasks · Linking Tasks · Adding Notes to Tasks · Add a Calendar to a Task

05

2 Lessons

Creating and Working with Resources

This module explains how to create and work with resources.

LESSONS

The Resource Sheet · Assigning Resources to Tasks

06

5 Lessons

Managing a Project

This module explains how to manage a project using Microsoft Project 2016.

LESSONS

Viewing a Project · Reviewing and Making Adjustments to a Project · Setting a Baseline · Viewing the Baseline · Recording Progress · Reporting on Projects · Sending Data to Excel

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Components of a Project	Exercise: Mapping a Project
02	Getting Around Microsoft Project 2016	■ Exercise: Understanding the Ribbon ■ Exercise: Open and Save a Project ■ Exercise: Enter Project Information ■ Exercise: Add and Delete Commands from the Quick Access Toolbar
03	Calendars	■ Exercise: Set the Project Start Date ■ Exercise: Create and Link a Project Calendar
04	Working with Tasks	■ Exercise: Enter Tasks and Durations ■ Exercise: Set a Task to Manual Scheduling ■ Exercise: Add a Milestone Task ■ Exercise: Link Tasks ■ Exercise: Add a Note to a Task ■ Exercise: Add to Your Map ■ Exercise: Practice of Topics covered in Lessons 1 to 4
05	Creating and Working with Resources	■ Exercise: Enter Work, Material, and Cost Resources ■ Exercise: Assign Resources to Tasks

#	MODULE	ACTIVITY
06	Managing a Project	■ Exercise: Review the Project ■ Exercise: Set and View a Baseline ■ Exercise: Record Progress ■ Exercise: Create a Report ■ Exercise: Send Data to Excel

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

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