

Microsoft Project 2016: Part 2

Modality: Virtual Classroom

Duration: 1 Day

About this Course:

In the first part of the Microsoft Project 2016 course, you learned the fundamentals of Project 2016 that are needed for the planning phase of a project.

This course, however, focuses on the skills that a project manager needs during the execution, monitoring, and controlling phases of a project. In short, after your project plan has been approved by the lead, this course will guide you on how to complete the project on time and within the scope and budget.

Course Objectives:

At the end of the course, the candidates will be able to completely manage and modify an existing Microsoft 2016 project plan.

- Update your project plan throughout the process of project development
- Monitor and note project progress throughout the project plan
- Make changes to the project plans according to the constraints
- Create customized project status reports
- Set customized project settings

Audience:

The target audience for this course is:

- An individual who has a basic concept of project management and is already working in an environment where he/she deals with project plans
- Students who are seeking advanced level knowledge and skills that a project manager requires with the Project 2016 during the execution, monitoring, and controlling the phase of the development life cycle

Prerequisites:

A candidate must possess basic project management skills and should have a clear understanding of its fundamentals.

Other than that, you should be familiar with the basic tasks of Microsoft Project 2016 such as creating a new project. You should be good with time, resources, and budget management.

We recommend the following courses as pre-requisites:

- *Project Management Professional (PMP)*
- *Microsoft Project 2016: Part 1*

Course Outline:

Lesson 1: Executing a Project

Topic A: Enter Task Progress

Topic B: Update Task Progress with SharePoint

Topic C: Update Work

Topic D: Update Costs

Lesson 2: Monitoring Project Progress

Topic A: View Project Progress

Topic B: Add Custom Fields

Topic C: Create Custom Views

Topic D: Create a Network Diagram

Topic E: Analyze a Project Plan

Lesson 3: Controlling a Project Plan

Topic A: Edit the Task List

Topic B: Reschedule Tasks

Topic C: Update a Baseline

Lesson 4: Reporting on Progress

Topic A: Format and Share a Chart View

Topic B: View Existing Reports

Topic C: Create Custom Reports

Topic D: Create a Visual Report

Lesson 5: Customizing the Application

Topic A: Change Project Options

Topic B: Create a Project Plan Template

Topic C: Share Resources

Topic D: Link Project Plans