Project 2016 Beginner

Modality: On Demand

Duration: 1 Hour

About this course:

Project is a platform which provides you with the benefit of tackling different projects-related issues. This is a structure-based project tool which allows you to plan, run and track the developments in your project. The software is useful in having all your project details at one place. It is said to be the most popular tool for your project planning. In this course, specifics and operating of this software will be taught. Students will learn how to plan a project efficiently and in a concise manner, regardless of whether the project is small or large in scope.

Learning objectives:

The course has the following learning objectives:

- Learning and understanding of MS Project from the beginning and moving forward gradually
- Gaining understanding of breakdown structure in phase-based work
- Incorporating durations, constraints, resources to the project
- Gaining understanding of tracking the developments in the project while it is being run
- Learning tips and tricks on modifying MS Project as per the needs of the user

Audience:

The course aims to give a professional training of MS Project. This is devised for project managers, resource managers, team leads, and just about any other person who plans to run and maintain a humongous project.

Requirements:

This course has no prior requirements.

Course Outline:

- **Introduction**
- **An Important First Step**
- **Touring the Software**
- **Tasks and Phases**
- **Task Durations**
- **Decomposing Tasks**
- **Notes, Hyperlinks, and Estimates**
- **Linking Tasks**
- **Linking Extras**

- **Lag Time**
- **Understanding Non-Standard Relationships**
- **Creating Non-Standard Links**
- **Start to Finish Relationships**
- **Start Dates and Deadline Timing**
- **Manually Scheduling Tasks**
- **Start Date with Constraints**
- **Setting Deadlines with Constraints**
- **Applying What We've Learned?**

- **Working with Calendars**
- **Creating Calendars**
- **Setting a Start Date**
- **Another Important Rule and Setup**
- **Creating Resource Sheets**
- **Editing Resources**
- **Assigning Resources**
- **Changing Work Assignments**
- **Resource List Options**
- **Fixing Over-Allocations by Hand**
- **Level Resources**
- **Cheat Sheet and Recommendations**