BOSTON ‡ NETWORK
The Global Knowledge Network

Course:

Microsoft Project 2016: Basic

Duration: 1 Day

Description:

This ILT Series course teaches the basic commands and features of Microsoft Project 2016. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Table Of Contents:

Unit 1: Getting started
> Topic A: Project management concepts
> Topic B: The Project window
> Topic C: Project files

Unit 2: Tasks
> Topic A: Creating a task list
> Topic B: Modifying a task list
> Topic C: The Work Breakdown Structure

Unit 3: Task scheduling
> Topic A: Task links
> Topic B: Task relationships
> Topic C: Task options

Unit 4: Resource management
> Topic A: The base calendar
> Topic B: Resources and calendars
> Topic C: Project costs

Unit 5: Views and tables
> Topic A: Working with views
> Topic B: Working with tables

Unit 6: Filters, groups, and sorting
> Topic A: Filters
> Topic B: Groups
> Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan
> Topic A: Finalizing schedules
> Topic B: Handling resource conflicts

Course:
Microsoft Project 2016: Advanced

Duration: 1 Day

Description:

This ILT Series course builds on the concepts and skills taught in Project 2016: Basic. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Students will also learn how to communicate project information by using Project Server 2016, and how to integrate Project data with other Office applications.

Table Of Contents:

Unit 1: Using templates and importing data

Topic A: Working with templates
Topic B: Creating projects from other programs

Unit 2: Managing a project

Topic A: Setting baselines
Topic B: Updating an active project
Topic C: Monitoring progress

Unit 3: Analyzing and adjusting the plan

Topic A: Analyzing the plan
Topic B: Delays and conflicts
Topic C: Team Planner view

Unit 4: Working with reports

Topic A: Standard reports
Topic B: Visual reports

Unit 5: Customizing Project

Topic A: Custom views
Topic B: Macros
Topic C: Gantt chart formatting
Topic D: Custom fields

Unit 6: Managing multiple projects

Topic A: Consolidating and sharing projects
Topic B: Sharing resources among projects

Unit 7: Exchanging project information

Topic A: Collaboration
Topic B: Hyperlinks
Topic C: Exporting to Office applications