

Microsoft Project 2016 Introduction

Duration:

One day

Objective

With our Microsoft Project 2016 Introduction training course, you will learn how to plan project plans, implement and track your projects better. If you are a new user of MS Project 2016, or if you have been self taught, our Introduction to Project 2016 course will be perfect.

Contents

Project and Project Terms

Theory of Project Management

Project User Interface, Windows, Quick Access Toolbar , Ribbons, File Tab, View Button

Using Help

Terminology

The Project Triangle

Creating a project

Default settings

Define project

Priorities

Create a Project Calendar

Create a New project Calendar

Set the Default working Hours & Week

Alter Hours of Working Day

Set additional Non-Working Days e.g. Bank Holidays

Applying a calendar to a project

Entering and Linking Tasks

Enter Tasks, Set Durations and create Milestones

Manual vs automatic scheduling

Task information dialog

The indicator column

Create summary tasks

Using the outline tools

Link and unlink tasks, Link types

Predecessors and Successors

Add notes

Task Relationships and Critical Path

Finish to Start, Start to Finish, Finish to Finish and Start to Start

How to Avoid Dangling Tasks

Theory of Critical Path

Showing the Critical Path

Slack Time

Creating lead and Lag time

Navigation and Project Views

View button

Use Goto selected task Button

Use the Zoom tools To change timescale

View the timeline

Split views

Add tasks to timeline

Format Time-scale

Switch view to Calendar View

Switch view to Network Diagram

Switch view to Gantt Chart

Keyboard Short Cuts for Views

More views option

Resources

Enter resources

Resource types

Labels , names and groups

Set costs, standard and overtime

Cost per use

Resource Information dialog

Add notes

Pro rata

Cost Rate Tables

Fixed Task Costs

Resource Calendars

Availability

Task assigning

Task Constraints & Task Management

General (default) Constraints

Hard Constraints

Soft Constraints

Deadlines

Remove deadlines / constraints

Scheduling Project from Start Date

Scheduling Project from Finish Date

Delay and reschedule

Fixed Duration vs Fixed units

Create and assign Task Calendars

Project Costing

Resource Costs

Duration Driven

Show Project Statistics for project cost and duration

Show cost table (Gantt view)

Identify over allocations

Deal with over allocations

Tracking

Setting a baseline

Clearing a baseline

Marking tasks % complete

Using the tracking Gantt to spot slippage

Inactivate tasks

Reschedule workload

Levelling options

Splitting tasks

Sorting, Grouping & Filtering

Sorting tasks by non-default sort order

Apply grouping levels

Use the AutoFilter

Use In-built filters for Filtering Tasks

Table usage

Switch tables

More tables

Add columns

Hide columns

Producing Reports

Overview

Run Task Usage reports

Run Current Activities reports

Run Costing reports

Run Work load reports

Run visual reports to Excel or Visio

Running Custom reports

Printing

Print preview

Gantt Chart

Network Diagram

Calendar View

Page Setup Options

Print options

Snapshot to other application

Who should attend

This course is aimed at users that have no or little MS Project knowledge.

Course benefits

After the course, you will be able to:

- Understand Project Terms
- Create and Manage Tasks
- Apply Resources
- Apply Project Costing
- Project Tracking
- Create Project Reports

Additional information

Certificates

All delegates who successfully complete this course will receive a Certificate of Attendance.

Trainers background