



Project 2016[©] Intermediate



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is designed for people who need to know how to use Microsoft Project 2016 to manage projects and all elements such as tasks, resources, and costs, associated with projects.

LEARNING OUTCOMES

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to use the more advanced features of Project 2016

Resourcing Concepts

- Resource Assignment Calculations
- Task Types And Work Effort
- Creating A Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More Of The Same Resource
- More Resources In Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks

Resource Levelling

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating An Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying A Different Cost Table
- Changing Rates During A Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints And Deadlines

- Understanding Constraints And Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating A Deadline

Project Tracking

- Creating A Baseline
- Updating The Project Actuals
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Project Views

- Understanding Project Views
- Working With Standard Views
- Creating Split Views
- Creating A Custom View
- Creating A Combination View
- Using Custom Views
- Customising The View Menus
- Saving An Existing View
- Deleting Unwanted Views
- Keeping New Views Local

Tables

- Exploring Tables
- Creating A New Table
- Adding Fields To A Table
- Formatting Table Fields
- Using A Custom Table
- Using A Hyperlink Field

Controlling Project Data

- Understanding Data Tools
- Basic Highlighting
- Highlighting Date Ranges
- Highlighting A Range Of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating A Custom Filter
- Using A Custom Filter
- Editing Existing Filters
- Deleting An Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Formatting Projects

- Understanding The Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing The Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

Gantt Chart Printing

- Displaying Printing Commands
- Performing A Print Preview
- Setting Page Breaks
- Printing Specific Dates And Pages
- Inserting Headers
- Inserting Footers
- Working With The Legend
- Getting The Right Report Fit
- Printing To PDF

Duration: 1 day Class size: 10 max

Times: 9am to 4pm

Where to from here? Project Advanced