



Project 2016[©] Introduction



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is designed for people who need to know how to use the basics of Microsoft Project 2016 to create projects using tasks and resources.

LEARNING OUTCOMES

The knowledge acquired in this course is sufficient for the learner to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

Getting to know Project 2016

How Project 2016 Works
Starting Project In Windows 8
Understanding The Project Start Screen
The Project 2016 Screen
Project Operations
Using The Ribbon
Showing And Collapsing The Ribbon
Understanding The Backstage
The Project Work Area
Working With Views
Working With Split Screens
Understanding Sheet Views
Working With Tables
Gantt Chart View
Working With Gantt Charts
Understanding The QAT
Working With The QAT
Working With Project Files
Exiting From Project 2016

Project Management

Tasks And Resources
The Importance Of Planning
Project Management Tools
Using A Computer For Project Management

Creating A New Project

Steps In Creating A Project
Understanding Your Project
Creating A New Project File
Understanding The Calendar Options
Changing The Calendar Options
Working With Calendars
Modifying The Standard Calendar
Entering Public Holidays
Creating A New Calendar
Setting Up Project Information
Entering File Properties

Creating Tasks

Understanding Tasks
Understanding Scheduling Icons
Our case study tasks
Reviewing The Project
Entering Tasks
Creating Summary Tasks
Assignment – Creating Summary Tasks

Working In A Sheet View
Working With Summary Tasks
Working With Task Views
Examining Task Information
Understanding Task Durations
Entering Task Durations
Checking Progress
Entering Milestones

Scheduling

Understanding Task Dependencies
Creating Dependencies Automatically
Creating Dependencies In Task Entry
Creating Dependencies In Task Information
Creating Dependencies In A Sheet View
Fine Tuning A Schedule Using Dependencies
Auto Scheduling Tasks
Critical Path And Project Slack
Viewing The Critical Path
Examining Task Slack
Understanding Lag Time
Entering Lag Time
Understanding Lead Time
Entering Lead Time

Resourcing A Project

Understanding Resources
Entering Work Resources
Entering Material Resources
Entering Cost Resources
Assigning Calendars To Resources
Understanding Resource Availability
Adjusting Resource Availability
Changing The Unit Display

Assigning Resources

Simple Resource Assignments
Assigning Part Time Resources
Understanding Work Contouring
Specifying Resource Usage
Contouring Work Hours
Assigning Specific Work Times
Work Times For Multiple Assignments
Problem Assignments
Assigning Resources In Task Information
Assigning Resources In A Sheet
Assigning Resources You Do Not Have
The Case Study Resources

Assigning Materials

Assigning Fixed Material Consumption
Contouring Materials Usage
Adding More Material Assignments
Assigning Variable Usage Material
Adding To A Material Assignment
Checking Work For Materials

Printing

Printing A Gantt Chart
Printing Sheet Views
Printing Tasks For Resources
Printing Resources For Tasks

Duration: 1 day Class size: 10 max

Times: 9am to 4pm

Where to from here? Project Intermediate