Microsoft Project 2016 Intermediate Course 1 Day

OVERVIEW

This course is designed to give current users of Microsoft Project to a more in-depth understanding of the package. Delegates do not need to have previous experience of Project Management.

WHO SHOULD ATTEND

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PREREQUISITE COMMENTS

Course attendees must be familiar with using Windows based products and had previous knowledge of Microsoft Project. This course is not designed for newcomers to computing.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

RECAP ON BASICS
- Planning the Structure
- Setting up a Project

WORKING WITH TASKS
- Task Durations
- Milestones
- Recurring Tasks
- Outlining
- Re-arranging Tasks
- Timescale Display
- Filters
- Notes
- Linking Tasks
- Task Relationships
- Delays
- Constraints

WORKING WITH CALENDARS
- Editing Resource Calendars
- Amending the Working Time

RESOURCES
- Setting Up Resource Pool
- Assigning Resources
- Effort Driven Scheduling
- Over Allocations
- Delays on Start Time
- Overtime
- Resource Levelling
- Resource Costs

MONITORING THE SCHEDULE
- Setting a Baseline
- Comparing Actual vs Baseline
- Updating Tasks & Durations
- Printing Gantt Charts
- Printing Reports

SUBPROJECTS AND MULTIPLE PROJECTS
- Master Project with sub-projects
- Shared resource pools