

# Microsoft Project 2016 Basics - 1 Day

*PDU*s - 6.5

*PMI's Certification Breakdown*

PMP/PgMP - 6.50

*PMI's Talent Triangle Breakdown*

Technical - 6.50

**Course Description:** This course will focus on helping individuals who use Microsoft Office Project Professional 2016. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan.

**Method of teaching:** *Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.*

## **Course Objectives:**

### **Objective 1: Examine Microsoft Project, Project Management, and You**

- Discuss the high-level benefits of a dedicated project planning and management tools
- Examine the differences between Project Standard and Project Professional
- Examine the major new features introduced in the 2016 edition
- Discuss skills development strategy for mastering project in the context of a good project management practice

### **Objective 2: A guided tour of MS Project 2016**

- Review new features with MS Project 2016 Professional
- Examine the Backstage view to share and manage Project files
- Examine the Fluent (Ribbon) interface and Quick Access toolbar

- Examine applying different views to see information presented in different ways
- Examine reports to quickly communicate the status of a project plan

### **Objective 3: Starting a new plan**

- Create a new project plan
- Setting Nonworking days in a Project Plan
- Examine available base calendars and creating working-time exceptions in the project calendar
- Examine project properties

### **Objective 4: Building a task list**

- Examine how to add a Project Summary Task
- Examine how to add a Recurring Task
- Examine how to Create Milestones in a Project Plan file

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- Examine how to Organize Tasks into Phases
- Examine how to enter Task Duration Estimates
- Examine how to link Dependent Tasks
- Discuss Top-Down and Bottom-Up task planning
- Examine Automatic and Manually scheduled tasks
- Identify Deliverables in the Project Plan File
- Examine documenting tasks with Notes and Hyperlinks
- Examine how to set a Task Deadline

## **Objective 5: Examine how to setup resources**

- Examine how to set up resource information for the people who work on projects
- Discuss best practices for entering resource names
- Examine how to enter resources' maximum capacity
- Examine how to enter resource pay rates
- Examine how to get resource cost information
- Examine adjusting working time in a resource calendar
- Examine how to set up cost resources
- Examine how to document resources with notes

## **Objective 6: Examine how to assign resources to tasks**

- Examine how to assign a resource to a task
- Discuss the Scheduling Formula
- Examine how to Control Work when Adding or Removing Resource Assignments
- Discuss Effort-Driven Scheduling
- Examine how to Assign Cost Resources to Tasks
- Examine how to check the plan's duration, cost, and work

## **Objective 7: Examine how to Format and Sharing a Project Plan**

- Examine how to Customize the Gantt Chart view
- Examine how to Customize the Timeline view
- Examine how to Draw on a Gantt Chart
- Examine how to Copy Views
- Examine how to Print Views
- Examine how to Customize and Print Project Reports