Microsoft Project 2016 (Level 2)

Course Overview

This course is designed to familiarise delegates with the advanced features as well as functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment.

In Microsoft Project 2016 (Level 1), delegates learned the basic features of Microsoft Project 2016 during the planning phase of a project. Microsoft Project 2016 (Level 2) covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, as well as controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Target Audience

This course is designed for students with an understanding of project management concepts who are responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.

Prerequisites

Delegates enrolling in this class should have the ability to create and update project plans using Microsoft Project 2013. Delegates can obtain this level of skills and knowledge by taking the following course:

- Microsoft Project 2013 (Level 1)
  - A general understanding of project management concepts is helpful but is not required. To obtain this general understanding, delegates may choose to take the following course:
  - Project Management Fundamentals (second edition).
  - Knowledge of the Microsoft Office 2013 applications would also be helpful but is not required.

Duration

- 1 Day

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Course Outline

Module 1: Executing a project
- Enter task progress.
- Update task progress with SharePoint.
- Update work.
- Update costs.

Module 2: Monitoring project progress
- View project progress.
- add custom fields.
- Create custom views.
- Create a network diagram.
- Analyze a project plan.

Module 3: Controlling a project plan
- Edit the task list.
- Reschedule tasks.
- Update a baseline.

Module 4: Reporting on progress
- Format and share a chart view.
- View existing reports.
- Create custom reports.
- Create a visual report.

Module 5: Customising the application
- Change project options.
- Create a project plan template.
- Share resources.
- Link resources.

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