

Microsoft Project 2016 Intermediate - 1 Day

PDUs - 6.5
CEUs - 0.70

PMI's Certification Breakdown
PMP - 6.50

PMI's Talent Triangle Breakdown
Technical - 6.50

Course Description: This course will build upon the skills learned in the Microsoft Project 2016 Basic course. This course will go beyond simply preparing a project plan to looking at the skills needed to use Microsoft Project during the Project Implementation phase. At the end of this course, students will be able to manage straightforward projects through the proper assignment of tasks and resources and be able to track progress and report on a project.

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 how to track project progress

- Examine how to Save a Project Baseline
- Examine how to Track a Project Schedule
- Examine how to Enter a Task Completion Percentage
- Examine how to Enter Actual Values for Tasks
- Discuss Evaluating if a Project is on Schedule

Objective 2: Examine how to Fine-Tune Task

Scheduling

- Examine how to set task relationships with Task Path
- Examine how to adjust task link relationships
- Examine how to set task constraints
- Discuss interrupting work on a task
- Examine how to adjust working time for individual tasks
- Discuss controlling task scheduling with task types

- Discuss assignment units, peak, peak units, and the scheduling formula
- Discuss task types and effort-driven scheduling

Objective 3: Examine how to Fine-Tune Task

Details

- Examine how to Enter Deadline Dates
- Examine how to Enter Fixed Costs
- Examine how to Setup Recurring Tasks
- Examine how to View the Projects Critical Path
- Examine how to Schedule Summary Tasks Manually

Objective 4: Examine how to Fine-Tune Resource and Assignment Details

- Examine how to setup resource availability to apply at different times

(Continued on next page)

- Examine how to enter multiple pay rates for a resource
- Examine how to setup resource pay rates to apply at different times
- Examine how to setup material resources
- Examine how delay the start of assignments
- Examine how to apply contours to assignments
- Examine how to apply different pay rates to assignments
- Examine how to assign material resources to tasks
- Discuss variable consumption rates for material resources
- Examine how to view resource capacity
- Examine how to adjust assignments in team planner view

Objective 5: Examine how to Fine-Tune the Project

Plan

- Examine how to view Resource Allocations Over Time
- Discuss Evaluating Resource Allocations
- Examine how to Resolve Resource Overallocations Manually
- Examine how to Level Overallocated Resources
- Examine how to Check the Project's Cost and Finish Date
- Examine how to inactivate tasks

Objective 6: Examine how to Organize Project

Details

- Examine how to Sort Project Details
- Examine how to Group Project Details
- Examine how to Filter Project Details
- Examine how to create new tables
- Discuss creating Custom Fields
- Examine how to create new views

Objective 7: Examine how to Track Progress on

Tasks and Assignments

- Examine how to Update a Baseline
- Discuss Saving Interim Project Plans
- Examine how to Track Actual and Remaining Values for Tasks and Assignments
- Discuss how to enter actual costs manually
- Examine how to Track Timephased Actual Work for Tasks and Assignments
- Discuss Collecting Actuals from Resources
- Examine how to Reschedule Incomplete Work