

Microsoft® Project 2016: Level 2

Course Specifications

Course Length:

1 day

Course Description

Overview:

Welcome to *Microsoft® Project 2016: Part 2*. This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment.

In *Microsoft® Project 2016: Part 1*, you learned the basic features of Microsoft® Project 2016 during the planning phase of a project. *Microsoft® Project 2016: Part 2* covers 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. 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.

Course Objectives:

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan.

You will:

- Update a project plan to reflect progress as you execute the project.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customize project settings and share customizations with other projects.

Course Content

Lesson 1: Executing a Project

Topic A: Enter Task Progress

Topic B: Update Task Progress with SharePoint

Topic C: Update Work

Topic D: Update Costs

Lesson 2: Monitoring Project Progress

Topic A: View Project Progress

Topic B: Add Custom Fields

Topic C: Create Custom Views

Topic D: Create a Network Diagram

Topic E: Analyze a Project Plan

Lesson 3: Controlling a Project Plan

Topic A: Edit the Task List

Topic B: Reschedule Tasks

Topic C: Update a Baseline

Lesson 4: Reporting on Progress

Topic A: Format and Share a Chart View

Topic B: View Existing Reports

Topic C: Create Custom Reports

Topic D: Create a Visual Report

Lesson 5: Customizing the Application

Topic A: Change Project Options

Topic B: Create a Project Plan Template

Topic C: Share Resources

Topic D: Link Project Plans