

**Introduction to Microsoft Project 2016**

**Course Number:** MSP-120
**Duration:** 4 days

**Overview**

Accelebrate's Introduction to Microsoft® Project 2016 training class teaches attendees the basic and advanced scheduling features of MS Project. Attendees learn how to fine-tune plans, resources, and assignment details, as well as track progress, create custom reports, and much more.

**Prerequisites**

Prior experience with Microsoft Office is strongly recommended.  No prior experience with Microsoft Project is presumed.

**Materials**

All Microsoft Project training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* Microsoft Project 2016
* Microsoft Office 2016 (or at least Excel and Word)

**Objectives**

* Quickly start a new plan, build task lists, and assign resources
* Share your plan and track your progress
* Capture and fine-tune work and cost details
* Use Gantt charts and other views and reports to visualize project schedules
* Share resources across multiple plans and consolidate projects
* Master project management best practices while you learn Project
* Look up just the tasks and lessons you need

**Outline**

* Introduction to Microsoft Project
	+ Meet the Project program
	+ Meet the Project family
	+ See the new features in Project 2016
	+ Take a project manager’s perspective
* Take a Guided Tour
	+ Explore the Project user interface
	+ Manage files and set options in the Backstage view
	+ Work with schedule details in views
	+ Use reports to check a plan’s status
* Start a New Plan
	+ Create a new plan and set its start date
	+ Set nonworking days in the project calendar
	+ Enter the plan title and other properties
* Build a Task List
	+ Create tasks
	+ Enter task durations and dates
	+ Enter milestone tasks
	+ Create summary tasks to outline the plan
	+ Link tasks to create dependencies
	+ Switch task scheduling from manual to automatic
	+ Check a plan’s duration and finish date
	+ Document task information
* Set Up Resources
	+ Set up work resources
	+ Enter the maximum capacity for work resources
	+ Enter work resource pay rates
	+ Adjust working time in a resource calendar
	+ Set up cost resources
	+ Document resources by using notes
* Assign Resources to Tasks
	+ Assign work resources to tasks
	+ Control work when adding or removing resource assignments
	+ Assign cost resources to tasks
	+ Check the plan after assigning resources
* Format and Share Your Plan
	+ Customize a Gantt chart view
	+ Add tasks to a Timeline view
	+ Customize reports
	+ Copy views and reports
	+ Print views and reports
* Track Progress: Basic Techniques
	+ Understand progress tracking
	+ Save a baseline of your plan
	+ Track a plan as scheduled
	+ Enter a task’s completion percentage
	+ Enter actual values for tasks
* Fine-Tune Task Scheduling
	+ See task relationships by using Task Path
	+ Adjust task link relationships
	+ Control task scheduling by using constraints
	+ Interrupt work on a task
	+ Adjust working time for individual tasks
	+ Control task scheduling by using task types
	+ See task schedule details by using the Task Inspector
* Fine-Tune Task Details
	+ Enter deadline dates
	+ Enter fixed costs
	+ Create a recurring task
	+ View the plan’s critical path
	+ Schedule summary tasks manually
* Fine-Tune Resource and Assignment Details
	+ Change resource availability over multiple date ranges
	+ Work with multiple resource pay rates
	+ Change resource pay rates over different date ranges
	+ Delay the start of assignments
	+ Apply contours to assignments
	+ Create and assign material resources
	+ View resource capacity
	+ Adjust assignments in the Team Planner view (Project Professional only)
* Fine-Tune The Project Plan
	+ Examine resource allocations over time
	+ Resolve resource overallocations manually
	+ Level overallocated resources
	+ Check the plan’s cost and finish date
	+ Inactivate tasks (Project Professional only)
* Organize Plan Details
	+ Sort plan details
	+ Group plan details
	+ Filter plan details
	+ Create new tables
	+ Create new views
* Track Progress: Detailed Techniques
	+ Update a baseline
	+ Track actual and remaining work for tasks and assignments
	+ Track timephased actual work for tasks and assignments
	+ Reschedule incomplete work
* View and Report Project Status
	+ Examine a plan’s variance
	+ Identify tasks that have slipped
	+ Examine task costs
	+ Examine resource costs
* Format and Print Views: In-Depth Techniques
	+ Format a Gantt chart view
	+ Format a Timeline view
	+ Format a Network Diagram view
	+ Format a Calendar view
	+ Print and export views
* Format Reports: In-depth Techniques
	+ Create a custom report
	+ Customize charts in a report
	+ Customize tables in a report
* Customize Project
	+ Share custom elements between plans
	+ Record and run macros
	+ Edit macros
	+ Customize the ribbon and Quick Access Toolbar
* Share Information With Other Programs
	+ Copy Project data to and from other programs
	+ Open files in other formats in Project
	+ Save to other file formats from Project
	+ Generate reports with Excel and Visio
* Consolidate Projects and Resources
	+ Share a resource pool across multiple plans
	+ Consolidate plans
	+ Create dependencies between plans
* Conclusion