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Microsoft Project 2016 **Level 1 Training**

Overview & Learning Outcomes

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information

Upon successful completion of this course you should be able to:

- Start Microsoft Project and identify how it works
- Explain some of the key concepts associated with project management
- Create a new project file
- Enter tasks into a project file
- Create relationships between tasks in a project
- Add resources, including labour, materials and equipment to a project
- Understand and use resource assignment calculations
- Assign resources to tasks using a number of different methods
- Print various aspects of a project
- Obtain help for Project whenever you need it

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Project 2016 **Level 1 Training Course Outline**

Getting to Know Project 2016

How Project 2016 works
Starting Project in Windows 10
Understanding the Project start screen
The Project 2016 screen
Project operations
Using the ribbon
Showing and collapsing the ribbon
Understanding the backstage
The Project work area
Working with views
Working with Split screens
Understanding sheet views
Working with tables
Gantt chart view
Working with Gantt charts
Understanding the QAT
Working with the QAT
Working with project files
Exiting from Project 2016

Project Management

Tasks and resources
The importance of planning
Understanding the Gantt chart
Computers and project management

Creating a New Project

Steps in creating a project
Understanding your project
Creating a new project file
Calendar options
Changing calendar options
Working with calendars
Modifying the standard calendar
Entering public holidays
Creating a new resource calendar
Creating a new task calendar

Setting up project information
Entering file properties

Creating Tasks

Understanding tasks
Understanding scheduling icons
Case study tasks
Reviewing the project
Entering tasks
Creating summary tasks
Assignment – Creating summary tasks
Working in a sheet view
Working with summary tasks
Working with task views
Examining task information
Understanding task durations
Entering task durations
Checking progress
Entering milestones
Assigning a calendar to a task

Scheduling

Understanding task dependencies
Creating dependencies automatically
Creating dependencies in task entry
Creating dependencies in task information
Creating dependencies in a sheet view
Modifying a schedule using dependencies
Auto scheduling tasks
Critical path and project slack
Viewing the critical path
Examining task slack
Understanding lag time
Entering lag time
Understanding lead time
Entering lead time
Inactivating a task

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Resourcing a Project

- Understanding resources
- Entering work resources
- Entering material resources
- Entering cost resources
- Assigning calendars to resources
- Understanding resource availability
- Adjusting resource availability
- Changing the unit display

Resourcing Concepts

- Resource assignment calculations
- Task types and work effort
- Creating a simple assignment
- Working with fixed unit tasks
- Working with fixed duration tasks
- Making multiple assignments
- Adding additional resources
- Adding more of the same resource
- More resources in multiple assignments
- Understanding effort driven scheduling
- Working with non-effort driven tasks
- Working with effort driven tasks
- Resource assignment summary

Assigning Resources

- Simple resource assignments
- Assigning part time resources
- Understanding work contouring
- Specifying resource usage
- Contouring work hours
- Assigning specific work times
- Work times for multiple assignments

- Problem assignments
- Assigning resources in task information
- Assigning resources in a sheet
- Assigning resources you do not have
- The case study resources

Printing

- Understanding printing
- Previewing before you print
- Selecting a printer
- Printing a Gantt chart
- Printing sheet views
- Printing tasks for resources
- Printing resources for tasks

Getting Help

- Understanding how Help works
- Using tell me
- Accessing the help window
- Navigating the help window
- Using Google to get help
- Printing a help topic
- Other sources of assistance

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