



Microsoft Project 2016 Course Outline

Course Overview

This two-day course teaches the essential and intermediate commands and features of Microsoft Project 2016. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data, and resolve resource conflicts. Once finalizing their plans, students work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, create a resource pool, share the resources across projects, consolidate projects, customize Microsoft Project, and export Microsoft Project data with other Microsoft Office applications.

Course Details

Class Duration	2 days (14 contact hours)
Course Materials Provided	Electronic course files, including participant manual and templates
Course Price	\$590 per participant. Special group pricing available.
PMI Course Number; PDUs	14 PDUs

Prerequisites

Some experience working on projects helpful, but not required.

Instructors

We hand pick our instructors to ensure you receive a top-quality educational experience. Some of our instructors have over 20 years of experience in the field, as well as years of adult education experience. We require that our instructors have a minimum of 10 years of experience in the subject matter they deliver, as well as at least three years of adult education classroom experience. Your training class is only as good as your instructor.

Our founder, Brian Salk, PhD, PMP®, PMI-ACP®, personally hires and trains all of our instructors. Our instructors attend Dr. Brian's intensive train-the-trainer session, designed to help instructors deliver effective, interactive, and informative training sessions that are tailored to the unique learning styles of adult students. Dr. Brian's highly interactive teaching style is based on proven educational theory and over 25 years of practice. He has won the prestigious Worldwide Excellence in Training award four times.

Pinnacle Professional Development, LLC

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Improving Project Communications and Stakeholder Management Course Outline

Exploring the Project 2016 Interface and Setting Options

- Display a different view
- Display a different table
- Set or change the behavior (auto vs. manually scheduled) for tasks
- Display the Entry Bar
- Use the Timeline

Planning: Create Calendar Options and Set the Project Start or Finish Date

- View or modify the calendar
- Set one or more days as non-working days
- Indicate a recurring holiday
- Change the default working hours for one or more day of the week
- Set the start date for the project

Planning: Enter Tasks and Outline Level (Work Breakdown Structure Levels)

- Outline tasks (create the WBS outline structure)
- Add a task or delete a task within an existing project plan
- Move or copy a task (or tasks)
- Insert a recurring task (e.g., create status reports or attend status meetings)

Planning: Create Dependencies, Constraints, and Deadlines

- Create task dependencies
- Modify task dependencies
- Add lag and lead
- Delete task dependencies
- Create, modify, or remove a task constraint
- Create a task deadline date
- Delete a task deadline date

Planning: Create and Assign Resources

- Create a work, material, or cost resource, as well as enter standard rates for cost information
- Use different standard rates for one resource
- Assign a full-time, part-time, or multiple work resource(s) to a specific task
- Assign a material (e.g., paper, software licenses) or cost resource (e.g., travel) to a specific task

Planning: Determine Duration, View Critical Path, and Resolve Overallocations

- Determine duration and work
- Create fixed duration, effort driven tasks
- View critical path
- View and resolve overallocated resources
- View and hide slack bars on the Gantt Chart or Tracking Chart; view slack bar duration as text

Planning: View Cost Information

- View costs
- Group resources (e.g. categorize list by work and material resources or by resource group)
- View the cash flow or budget reports, which shows expenditures by time period

Planning: Set and View Baseline Information

- Set the baseline (lock down schedule, hours, and cost)
- View the Tracking Gantt (bars for baseline, actual, and current)
- View the baseline bars for different baselines (if multiple baselines have been set such as Baseline and Baseline 1)
- View the baseline information in table format (columns such as of baseline start and finish)



Executing: Track Progress, Reschedule Work, and Enter Overtime Work

- Track progress using percent complete
- Track progress using actual hours and remaining hours
- Track progress using timesheet information (e.g. hours per day)
- Reschedule an uncompleted task to the current date (or a date in the future)
- Enter overtime hours of work for a specific resource on a specific task

Monitoring and Controlling: Viewing Schedule and Cost Variances

- View slipping tasks
- View overbudget tasks

Importing Data from and Exporting Data to Other Applications

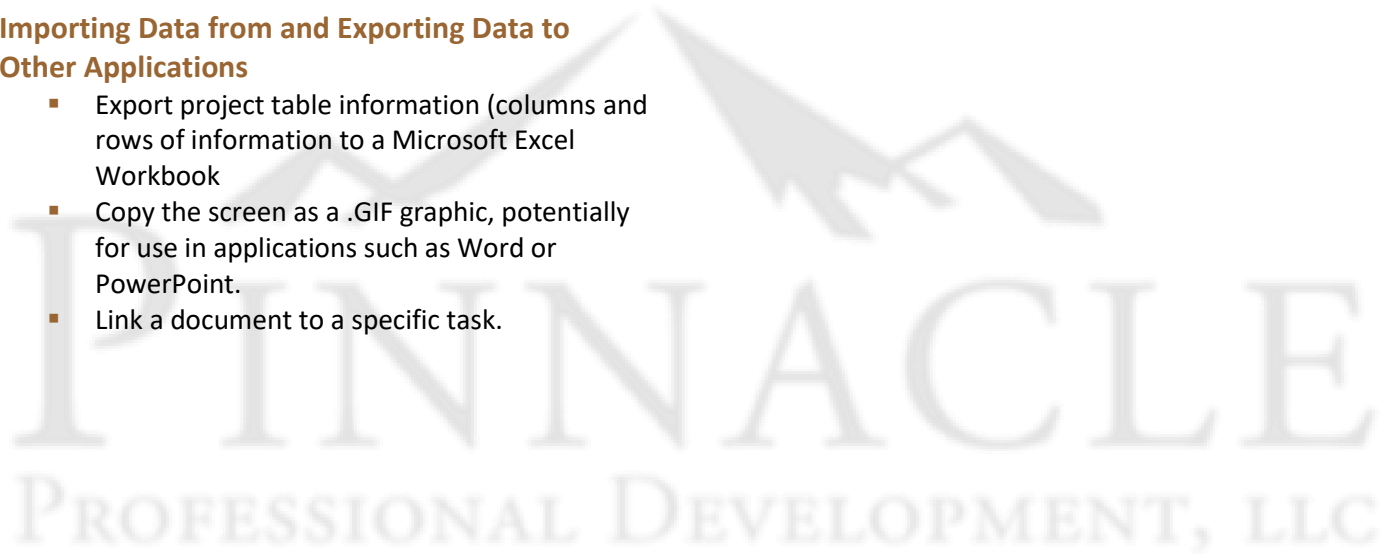
- Export project table information (columns and rows of information to a Microsoft Excel Workbook)
- Copy the screen as a .GIF graphic, potentially for use in applications such as Word or PowerPoint.
- Link a document to a specific task.

Customizing the Interface

- Create a custom table that includes specific fields (columns) of information
- Create a custom field (e.g. a custom text or number field)
- Create a custom combination view (a split screen view with one view on top and a second view on the bottom)
- Use the Organizer to share custom elements such as views and tables with other project plans (most custom elements only appear in the current project file)

Sharing Resources and Master Projects

- Sharing resources with a second file
- Create a Master Project file



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