Microsoft® Project 2016: Level 2

Training Course Content

Course Objective: 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.

Prerequisites: To ensure your success in this course, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan. This can be accomplished by taking Microsoft® Project 2016: Part 1.

New Features: With Project 2016, you can leverage multiple timelines to illustrate different phases or categories of work, as well as set the start and end dates for each timeline separately. If you are working with Project Professional 2016 or Project for Office 365, connected to Project Online, you can take advantage of better control over resource scheduling. Identify features or actions you want to perform quickly using Tell Me.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

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