



Microsoft® Project 2016: Level 1

Training Course Content

Course Objective: This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment. Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).

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: Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts
Topic B: Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

Topic A: Create a New Project Plan
Topic B: Define a Project
Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

Topic A: Add Tasks to a Project Plan
Topic B: Import Tasks From Other Programs
Topic C: Create a Work Breakdown Structure
Topic D: Define Task Relationships
Topic E: Schedule Tasks

Lesson 4: Managing Project Plan Resources

Topic A: Add Resources to a Project Plan
Topic B: Create a Resource Calendar
Topic C: Enter Costs for Resources
Topic D: Assign Resources to Tasks
Topic E: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

Topic A: Optimize a Project Plan
Topic B: Set a Baseline
Topic C: Share a Project Plan



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



Microsoft® Project Level 3

Training Course Content

Course Objective: Students will learn to collaborate with other applications, take advantage of advanced scheduling features, utilize macros to repeat tasks and become more efficient in Project, as well as how Project reschedules uncompleted work.

Prerequisites: To ensure success in this course, you should be familiar with the material presented in Project: Level 1 and Project: Level 2.

Please note this class is currently taught using version 2013 due to the similarities between 2016 and 2013. Users of either version of Project should have no difficulties navigating in this class.

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: Working and Collaborating with other Applications

- Outlook (Office 365)
- SharePoint
- Visio

Lesson 2: Advanced Scheduling

- Scheduling Overtime Work to shorten durations
- Demo of 24 hour scheduling
- How to work across multiple time zones
- Using Task Calendars vs Project Calendar

Lesson 3: Earned Value Analysis

- Physical % Complete
- Fix Cost
- Fixed Cost Accrual
- Budgeted Cost of Work Performed

Lesson 4: Macros

- Using Macros
- Recording Macros

Lesson 5: Options for scheduling uncompleted work

- Reschedule uncompleted work to the current finish date
- Split in Progress Tasks Option
- Advanced Calculation Options for Project
 - Move End, or Move Start
 - Multiple Critical Paths
 - Edits to total task Options
- Work Contours
 - Types of Work Contours
 - Uses of Work Contours
 - Create Work Contours

Lesson 6: Concepts of Work

- % Work Complete
- % Complete
- Actual Work vs Actual Durations
- Fixed Work
 - Fixed Units
 - Fixed Durations

Lesson 7: Consolidating Projects

- Working with projects that have Resource Pool
- Updating Information in Resource Pool
- Quit Sharing information in Resource Pool
- Sharing of Calendars between projects and the Master Global template



Microsoft® Project Level 3 – Continued

Lesson 8: Setting multiple Baselines

- Comparing baselines
- Creating and using different baselines

Lesson 9: Custom Fields

- Using a Text field
- Using a Number field
- Using a Date field
- Using Formulas in custom fields
- Look up Table
- Graphical Indicators

Lesson 10: Excel Pivot Table and Pivot Chart Reporting

- Export Project to Pivot Tables and Pivot Charts
- S Curve Template

Lesson 11: Customizing the Project environment

- Creating new tabs in the Ribbon
- Creating New Groups and adding commands