Microsoft Project 2016 Intermediate

Duration: 1 Day

At the end of the course, delegates will be able to assign and manage resources, add actuals and monitor the project schedule.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Recap on Setting up a Task Schedule

- Setting a start date
- Creating a work breakdown structure
- Linking tasks and changing relationships
- Lags and leads
- Date constraints

Resources

- Resource types
- Setting up the resource pool
- Working with shared resource pools

Working with Resources

- Assigning resources
- Managing over allocations

Monitoring the Project

- Setting a baseline
- Inputting actuals
- Tracking and updating the project schedule

Project Costs

- Entering Resource and Fixed costs into the schedule

Reviewing the Schedule

- The Critical Path
- Slack time
- Task Path

The Reports

- Viewing and printing the built-in reports

Filters and Grouping

- Using Autofilter
- Using built-in filters
- Grouping tasks

Working with Multiple Projects

- Combining project files
- Linking tasks across projects

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