

Microsoft Project 2016

Part 1

Lesson 1: Getting Started with Microsoft Project
Identify Project Management Concepts
Navigate the MS Project 2016 Environment

Lesson 2: Defining a Project
Create a New Project Plan
Define a Project
Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks
Add Tasks to a Project Plan
Import Tasks from Other Programs
Create a Work Breakdown Structure
Define Task Relationships
Schedule Tasks

Lesson 4: Managing Project Plan Resources
Add Resources to a Project Plan
Create a Resource Calendar
Enter Costs for Resources
Assign Resources to Tasks
Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan
Optimize a Project Plan
Set a Baseline
Share a Project Plan

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Part 2

Lesson 1: Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Lesson 2: Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Lesson 3: Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Lesson 4: Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Lesson 5: Customizing the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans