

**Introduction to Microsoft Project 2016**

**Course Number:** MSP-120  
**Duration:** 4 days

**Overview**

Accelebrate's Introduction to Microsoft® Project 2016 training class teaches attendees the basic and advanced scheduling features of MS Project. Attendees learn how to fine-tune plans, resources, and assignment details, as well as track progress, create custom reports, and much more.

**Prerequisites**

Prior experience with Microsoft Office is strongly recommended.  No prior experience with Microsoft Project is presumed.

**Materials**

All Microsoft Project training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* Microsoft Project 2016
* Microsoft Office 2016 (or at least Excel and Word)

**Objectives**

* Quickly start a new plan, build task lists, and assign resources
* Share your plan and track your progress
* Capture and fine-tune work and cost details
* Use Gantt charts and other views and reports to visualize project schedules
* Share resources across multiple plans and consolidate projects
* Master project management best practices while you learn Project
* Look up just the tasks and lessons you need

**Outline**

* Introduction to Microsoft Project
  + Meet the Project program
  + Meet the Project family
  + See the new features in Project 2016
  + Take a project manager’s perspective
* Take a Guided Tour
  + Explore the Project user interface
  + Manage files and set options in the Backstage view
  + Work with schedule details in views
  + Use reports to check a plan’s status
* Start a New Plan
  + Create a new plan and set its start date
  + Set nonworking days in the project calendar
  + Enter the plan title and other properties
* Build a Task List
  + Create tasks
  + Enter task durations and dates
  + Enter milestone tasks
  + Create summary tasks to outline the plan
  + Link tasks to create dependencies
  + Switch task scheduling from manual to automatic
  + Check a plan’s duration and finish date
  + Document task information
* Set Up Resources
  + Set up work resources
  + Enter the maximum capacity for work resources
  + Enter work resource pay rates
  + Adjust working time in a resource calendar
  + Set up cost resources
  + Document resources by using notes
* Assign Resources to Tasks
  + Assign work resources to tasks
  + Control work when adding or removing resource assignments
  + Assign cost resources to tasks
  + Check the plan after assigning resources
* Format and Share Your Plan
  + Customize a Gantt chart view
  + Add tasks to a Timeline view
  + Customize reports
  + Copy views and reports
  + Print views and reports
* Track Progress: Basic Techniques
  + Understand progress tracking
  + Save a baseline of your plan
  + Track a plan as scheduled
  + Enter a task’s completion percentage
  + Enter actual values for tasks
* Fine-Tune Task Scheduling
  + See task relationships by using Task Path
  + Adjust task link relationships
  + Control task scheduling by using constraints
  + Interrupt work on a task
  + Adjust working time for individual tasks
  + Control task scheduling by using task types
  + See task schedule details by using the Task Inspector
* Fine-Tune Task Details
  + Enter deadline dates
  + Enter fixed costs
  + Create a recurring task
  + View the plan’s critical path
  + Schedule summary tasks manually
* Fine-Tune Resource and Assignment Details
  + Change resource availability over multiple date ranges
  + Work with multiple resource pay rates
  + Change resource pay rates over different date ranges
  + Delay the start of assignments
  + Apply contours to assignments
  + Create and assign material resources
  + View resource capacity
  + Adjust assignments in the Team Planner view (Project Professional only)
* Fine-Tune The Project Plan
  + Examine resource allocations over time
  + Resolve resource overallocations manually
  + Level overallocated resources
  + Check the plan’s cost and finish date
  + Inactivate tasks (Project Professional only)
* Organize Plan Details
  + Sort plan details
  + Group plan details
  + Filter plan details
  + Create new tables
  + Create new views
* Track Progress: Detailed Techniques
  + Update a baseline
  + Track actual and remaining work for tasks and assignments
  + Track timephased actual work for tasks and assignments
  + Reschedule incomplete work
* View and Report Project Status
  + Examine a plan’s variance
  + Identify tasks that have slipped
  + Examine task costs
  + Examine resource costs
* Format and Print Views: In-Depth Techniques
  + Format a Gantt chart view
  + Format a Timeline view
  + Format a Network Diagram view
  + Format a Calendar view
  + Print and export views
* Format Reports: In-depth Techniques
  + Create a custom report
  + Customize charts in a report
  + Customize tables in a report
* Customize Project
  + Share custom elements between plans
  + Record and run macros
  + Edit macros
  + Customize the ribbon and Quick Access Toolbar
* Share Information With Other Programs
  + Copy Project data to and from other programs
  + Open files in other formats in Project
  + Save to other file formats from Project
  + Generate reports with Excel and Visio
* Consolidate Projects and Resources
  + Share a resource pool across multiple plans
  + Consolidate plans
  + Create dependencies between plans
* Conclusion