



## Microsoft Project 2016

Level 1 (Introduction)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

### What You Will Learn:

At the completion of this course participants should be able to:

- start Microsoft Project and identify how it works
- explain some of the key concepts associated with project management
- create a new project file in Project
- enter tasks into a project file
- create relationships between tasks in a project
- add resources, including labour, materials and equipment to a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- print various aspects of a project
- obtain help for Project whenever you need it

### Target Audience:

This course is designed for people who need to know how to use Microsoft Project 2016 to manage projects and elements such as tasks and resources associated with projects.

### Course Content

The course covers:

#### Getting to Know Project 2016

- How Project 2016 Works
- Starting Project in Windows 10
- Understanding the Project Start Screen
- The Project 2016 Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage

- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
- Exiting From Project 2016

#### Project Management

- Tasks and Resources

- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

#### Creating a New Project

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying the Standard Calendar
- Entering Public Holidays



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- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information Entering File Properties

#### Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- Case Study Tasks
- Reviewing the Project
- Entering Tasks
- Assignment – Creating Summary Tasks
- Working in a Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

#### Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies in Task Entry
- Creating Dependencies in Task Information
- Creating Dependencies in a Sheet View
- Modifying a Schedule Using Dependencies
- Auto Scheduling Tasks

- Critical Path and Project Slack
- Viewing the Critical Path Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time Inactivating a Task

#### Resourcing a Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability Changing the Unit Display

#### Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks

- Working With Effort Driven Tasks Resource Assignment Summary

#### Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

#### Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks

#### Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic
- Other Sources of Assistance



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**What You Take  
Away:**

At the completion of the course, you get to take away the extensive coursebook for future reference.

**What You Need To  
Know:**

This course assumes little or no knowledge of Microsoft Project 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

**Measure of Success:**

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

**Certificate:**

Upon successful completion of the workshop, you will be issued with an official course certificate

**Which Course  
Next?:**

Project Level 2

**Dates & Times:**

Please refer to separate workshop schedule.

**Course Policies  
Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course