

# **Project 2016 Beginner**

**Modality: On Demand**

**Duration: 1 Hour**

## **About this course:**

Project is a structure-based project planning, running, and tracking software tool. It is the most popular project management tool. Microsoft Project students will learn how to plan projects of any scope, small to large.

## **Course Objective:**

- People who learn MS Project start from the ground level and learn how to build a phase-based work breakdown structure, apply durations, constraints, resources, and how to track the project while it runs. You'll learn tricks, tips, and how to modify Microsoft Project to fit your needs and work style.

## **Audience:**

- Microsoft Project is professional level software made for project managers, resource managers, team leads, and anyone who is given the task of planning and running a project that is too big for "I'll just knock it out."

## **Prerequisite:**

- There are no prerequisites required for this course

## **Course Outline:**

- Introduction
- An Important First Step
- Touring the Software
- Tasks and Phases
- Task Durations
- Decomposing Tasks
- Notes, Hyperlinks, and Estimates
- Linking Tasks
- Linking Extras
- Lag Time
- Understanding Non-Standard Relationships
- Creating Non-Standard Links
- Start to Finish Relationships
- Start Dates and Deadline Timing
- Manually Scheduling Tasks

- **Start Date with Constraints**
- **Setting Deadlines with Constraints**
- **Applying What We've Learned?**
  
- **Working with Calendars**
- **Creating Calendars**
- **Setting a Start Date**
- **Another Important Rule and Setup**
- **Creating Resource Sheets**
- **Editing Resources**
- **Assigning Resources**
- **Changing Work Assignments**
- **Resource List Options**
- **Fixing Over-Allocations by Hand**
- **Level Resources**
- **Cheat Sheet and Recommendations**