Project 2016 Advanced

Modality: On Demand

Duration: 1 Hour

About this course:

Microsoft Project is the world's most popular project management software. It is used worldwide to plan complicated projects and execute them smoothly. Project can also be used to assign resources, and track projects while they're running. Microsoft 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.

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:

- This course is intended for project managers, team leads, team members (resources), or other staff who are responsible for documenting and managing work in projects.

Prerequisite:

- There are no prerequisites for this course.

Course Outline:

Baselines and Tracking Tasks

- Introduction
- Start Date
- Saving Baseline
- Tracking Gantt View
- Percent Complete
- Actual Start-Finish
- Adjusting Work Assignments
- Rescheduling Started Tasks

Reports and Master Projects

- Organizer
- Filter Tasks
- Reports
- Sharing Resources
- Master Projects
- Adding Columns
- Custom Field Pull Downs
- Level Delay Calculations
- Time to Practice