

MS PROJECT 2016
TRAINING & CERTIFICATION

Microsoft® Project

WHAT IS MS PROJECT?

- Microsoft Project is a project management software program developed by Microsoft.
- It is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analysing workloads.
- It provides information on tracking project progress and advanced task scheduling.
- An outline on reporting, troubleshooting and customizing views will be provided by the course
- You will also get information on sharing project information, resource pooling and along with an update on new features in the Microsoft® Project 2016 application.
- MS Project 2016 training enables the users to analyse and plan project resources, budgets, and schedules.

BENEFIT OF MS PROJECT

Microsoft Project has some amazing features when it comes to planning and tracking a project which you can use to manage your project better.

- Project Timeline View
- Reports - Out of the box and custom
- Ability to manage Multiple Projects
- Implement a Resource Pool
- Use Traffic Light Indicators
- Task Management with Team Task Report



WHO SHOULD ATTEND?

- People working in PMO
- Managers who track projects
- People working as Project Manager, Project Lead, Team Lead or Project Coordinator
- PMP certified project manager wish to enhance skill and gain PDU for re-certification

LEARNING OBJECTIVES

After the completion of Microsoft Project Course you should be able to:

- Understand how to document the lessons learned and close projects
- Understand how to define the initial settings in MS Project
- Understand the importance of MS Project in following a structured approach to managing projects successfully
- Prepare and use MS Project for planning, tracking and reporting on projects
- Manage projects using the Microsoft Project 2016 application
- Manage resources and assignments within a project
- Track the project progress using various features
- Create a task-based schedule for the project Share project information



COURSE CONTENTS

- Guided Tour
- Backstage Setting
- Define Project Start
- Define Project Calandar Holidays
- Checking Impact of holiday on project
- Defining Project Calander Saturday (Half Day Working)
- Checking impact of half day saturday working
- Defining 2'nd Saturday working
- Designing 1'st & 3'rd Saturday half day working
- Creating Summary Task - Various Method
- Creating Task - Various Method
- Indent/Outdent
- Creating Milestone
- Creating Recurring Task
- Creating Notes
- Creating Hyperlink
- Creating document link
- Creating Dependency - FS, SS, FF
- Creating resource with task
- Define Resource Type - Work, Material & Cost
- Define Resource Availability
- Define Resource Rates
- Define Resource Calandar
- Checking impact of resource unavailability on task
- Assign Resource to Task - Work, Material & Cost
- Identify Duration, Effort, Cost
- Apply Lag - Mandatory wait
- Resource Leveling - Automatic & Manual
- Identifying Critical Path - Gantt & Graphic
- Identify Critical Path & Milestone with Colour
- Checking Project Duration, Cost
- Management request adjust on duration / Cost
- Adjusting Schedule Applying Lead
- Adjusting Cost Using alternate resources
- Presenting to management and getting approval
- Checking if project has baseline
- Baseline
- Checking if project is baselined
- Update % Complete of Activity - Various Method
- Split View Using Two tables
- Update Actual Start & Finish
- Update Actual Hours, Actual Cost, Actual Material
- Update Overtime Hours
- Updating each resource hours on daily using (TASK USAGE & ACTUAL WORK)
- Task Calendar
- Checking CV, SV, CPI, SPI
- Removing a task which is not required in project
- Re Baselining
- Adding task which added in scope
- Identifying which task added in which baseline
- Task Priotiry - Leveling
- Resource cost per use
- Resource ProRata, Start, End
- Multi Resource Rates - Multi Table
- Resource rate increase/decrese during project - By Date/By %
- Opening two projects in single file as sub project
- Constraints - DeadLine and other
- Task Type - Fixed Unit, Fixed Duration, Fixed Work
- Split Task & Link Task
- Team Planner View - Reassigning task to other resources
- Setting dependency on other project
- Sharing Resouce from Pool
- Timeline View
- Various Tables
- Creating Own View & Tables - For update of Project
- Filtering
- Grouping
- Highlight
- Formatting
- Task Usage View
- Macro
- Reports
- Printing/Exporting
- Importing
- Global MPT Settings



CERTIFICATION

MS Project 2013 Certification Information:

- Exam Duration : 150 minutes
- Exam Format : Multiple choice
- Number of Questions : 55
- Exam Pass Marks : 70%
- Exam Code : 74-343
- Open book : No
- Electronic Device Permitted : No

PRE-REQUISITE

- Secondary diploma or high school diploma

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WISELEARNER