

Microsoft® Office Project 2016: Part 1

Course Length: 9 hours

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Overview:

Welcome to *Microsoft® Project 2016: Part 1*. This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Course Objectives:

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016.

You will:

- Identify project management concepts and navigate the Project 2016 environment.
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan.
- Finalize a project plan.

Target Student:

This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.

Prerequisites:

To ensure your success in this course, you should have basic project management knowledge and skills.

Microsoft® Office Project 2016: Part 2

Course Length: 9 hours

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Overview:

Welcome to *Microsoft® Project 2016: Part 2*. This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment.

In *Microsoft® Project 2016: Part 1*, you learned the basic features of Microsoft® Project 2016 during the planning phase of a project. *Microsoft® Project 2016: Part 2* covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Course Objectives:

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan.

You will:

- Update a project plan to reflect progress as you execute the project.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customize project settings and share customizations with other projects.

Target Student:

This course is designed for students with an understanding of project management concepts who are responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.

Prerequisites:

To ensure your success in this course, you should have basic project management knowledge and skills. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan using Microsoft Office Project 2016