# Microsoft Project ® 2016 Introduction

This **1-day class** takes place at:

## LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego 92121

**$310** ABC Members    **$390** Non-Members

**Dates Available:**    Feb. 6 / Mar. 5 / Apr. 13
**Class Times:**    8:00 am – 3:30 pm

**SUMMARY:** This course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project.

## COURSE CONTENT

### 1: PROJECT MANAGEMENT OVERVIEW

- Introduction to Microsoft Project
- Using the new TimeLine feature
- Introduction to Project Views
- Viewing the Network Diagram
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology
- Work Breakdown Structure

### 2: PLANNING THE PROJECT

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

### 3: TASK ENTRY AND TASK LINKING

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

### 4: RESOURCES AND RESOURCE ENTRY

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Base lining your project

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