
Microsoft Project 2016 – Part 2

Course Content

In this 1-day course, students will learn the skills a project manager needs to update a project plan. This includes execution, monitoring, and controlling phases of a project so that it is completed on time & within budget.

Lessons include updating a project plan to reflect progress as you execute the project. Monitor project progress, adjust the project plan to control constraints, create project reports to share a project's status, and

customize project settings and share customizations with other projects.

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. By the end of this course, students will be able to manage an existing Microsoft Project 2016 project plan.

Lessons include the following:

- Executing a Project
 - Enter Task Progress
 - Update Task Progress with SharePoint
 - Update Work
 - Update Costs
- Monitoring Project Progress
 - View Project Progress
 - Add Custom Fields
 - Create Custom Views
 - Create a Network Diagram
 - Analyze a Project Plan
- Controlling a Project Plan
 - Edit the Task List
 - Reschedule Tasks
 - Update a Baseline
- Reporting on Progress
 - Format and Share a Chart View
 - View Existing Reports
 - Create Custom Reports
 - Create a Visual Report
- Customizing the Application
 - Change Project Options
 - Create a Project Plan Template
 - Share Resources
 - Link Project Plans