



Microsoft Project 2016 - Level 1

2 day course delivered by Charles Darwin University.

COURSE INFORMATION

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

This course assumes little or no knowledge of Microsoft Project 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

LEARNING OUTCOMES

- start Microsoft Project and identify how it works
- explain some of the key concepts associated with project management
- create a new project file in Project
- enter tasks into a project file
- create relationships between tasks in a project
- add resources, including labour, materials and equipment to a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- print various aspects of a project
- obtain help for Project whenever you need it

COURSE CONTENT

This course covers the following areas:

Getting to Know Project 2016

- How Project 2016 Works Starting
- Project in Windows 10 Understanding the Project Start Screen
- The Project 2016 Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
- Exiting From Project 2016

Project Management

- Tasks and Resources
- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

Creating a New Project

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information
- Entering File Properties

Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- Case Study Tasks



- Reviewing the Project
- Entering Tasks
- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Working in a Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

Scheduling

- Understanding Task Dependencies
- Creating Dependencies
- Automatically Creating Dependencies in Task Entry Creating Dependencies in Task
- Information Creating Dependencies in a Sheet View Modifying a Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating a Task

Resourcing a Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments Understanding Effort Driven
- Scheduling
- Working With Non Effort Driven
- Tasks Working With Effort Driven Tasks

- Resource Assignment Summary

Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Assigning Resources in Task
- Information Assigning Resources in a Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic
- Other Sources of Assistance

FOR MORE INFORMATION CONTACT

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