

Accredited Project Management Training



Microsoft Project 2016 Course

Scheduling a project's tasks can become a nightmare unless one is properly trained in structuring the project using a Work Breakdown Structure and phases to ensure all the work packages are captured and decomposed into logically sequenced and resourced tasks.

It is recommended that the learner attend an introductory course such as Project Management Demystified prior to the MS Project course, but this is not essential.

Day 1

Lesson 1: Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

Topic A: Create a New Project Plan

Topic B: Define a Project

Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

Topic A: Add Tasks to a Project Plan

Topic B: Import Tasks From Other Programs

Topic C: Create a Work Breakdown Structure

Topic D: Define Task Relationships

Topic E: Schedule Tasks

Lesson 4: Managing Project Plan Resources

Topic A: Add Resources to a Project Plan

Topic B: Create a Resource Calendar

Topic C: Enter Costs for Resources

Topic D: Assign Resources to Tasks

Topic E: Resolve Resource Conflicts Course Outline

Day 2

Lesson 5: Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan

Lesson 6: Executing a Project

Topic A: Enter Task Progress

Topic B: Update Task Progress with SharePoint

Topic C: Update Work

Topic D: Update Costs

Lesson 7: Monitoring Project Progress

Topic A: View Project Progress

Topic B: Add Custom Fields

Topic C: Create Custom Views

Topic D: Create a Network Diagram

Topic E: Analyze a Project Plan

Lesson 8: Controlling a Project Plan

Topic A: Edit the Task List

Topic B: Reschedule Tasks

Topic C: Update a Baseline

Day 3

Lesson 9: Reporting on Progress

Topic A: Format and Share a Chart View

Topic B: View Existing Reports

Topic C: Create Custom Reports

Topic D: Create a Visual Report Course Outline

Lesson 10: Customizing the Application

Topic A: Change Project Options

Topic B: Create a Project Plan Template

Topic C: Share Resources

Topic D: Link Project Plans

Assignments

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- * Understand the project management framework.
- * Create a work breakdown structure by organizing work components.
- * Create a project plan and enter task information.
- * Assign project resources.
- * Setting task relationships and identify the critical path.
- * Finalize the project plan.
- * Exchange project plan data with other applications.
- * Update a project plan.
- * Create custom reports.
- * Re-use existing project plan information.
- * Create a program of projects (master project plan).
- * Report performance using Earned Value Management.

2019 Workshop Dates:

Introductory and Advanced*

10–12 June 2019

26–28 August 2019

ProjectPro Venue: Gauteng Centurion Hotel.

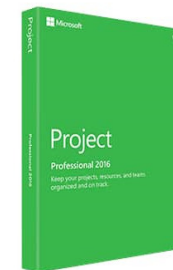
Fee per person at ProjectPro venue = R 11 500*

(Includes 3-day workshop, lunches, teas, course manuals and VAT).

Discount of 10% is offered for third and subsequent persons on the same workshop and on one invoice. The full fee is payable one week prior to commencement date.

Cancellations/postponements must be made in writing, less than two weeks prior to commencement date cannot be made, however substitutions may be made at any stage.

NB. Prices and dates may change, so please enquire before registering, or making final travel and accommodation arrangements. Delegates must provide their own computers for the course. They can download a free 60-day trial version of Microsoft Project 2016 from <https://www.microsoft.com/en-us/evalcenter/evaluate-project-server-2016>.



Other venues and dates: Courses throughout Southern Africa can be arranged on sufficient demand (minimum 10 delegates)

Name

Company

Address

Address

Order Number _____ Management Approval (Please sign and print name)

Mobile no. _____ Telephone no.

Email address _____ Fax no.

Course Date _____ R _____

Registration fee paid before course starts



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