

Microsoft Project 2016 Courses

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. Delegates may attend both the introductory and the advanced courses in one 4-day session, or just the 2-day introductory or advanced course.

Introductory course: Part 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

Lesson 5: Finalizing a Project Plan

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan

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.

Accredited Project Management Training



Advanced course: Part 2

Lesson 1: Executing a Project

- Topic A: Enter Task Progress
- Topic B: Update Task Progress with SharePoint
- Topic C: Update Work
- Topic D: Update Costs

Lesson 2: 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 3: Controlling a Project Plan

- Topic A: Edit the Task List
- Topic B: Reschedule Tasks
- Topic C: Update a Baseline

Lesson 4: 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 5: Customizing the Application

- Topic A: Change Project Options
- Topic B: Create a Project Plan Template
- Topic C: Share Resources
- Topic D: Link Project Plans

Performance-Based Objectives

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

- * 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.

2018 Workshop Dates:

- Introductory:** 17–18 April 2018 = R 8 624*
19–20 June 2018
- Advanced:** 19–20 April 2018 = R 8 625*
21–22 June 2018

Tick course choice Part 1 or Part 2

Venue: Gauteng Centurion Lake Hotel.

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

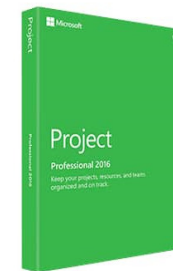
Fee per person at ProjectPro venue

(Includes 2-day workshop, lunches, teas, course manual 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-professional-2016>.



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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