

Microsoft Project 2016 Distance Learning Courses

ProjectPro has added yet another course to its impressive list of training options. Now you can master using Microsoft's powerful Project 2016 scheduling software at your own place and pace using printed step-by-step training manuals.

The training pack comprising a manual and a data CD with templates is couriered to you on receipt of payment. Support is provided through webinars, hotline and email. On successful completion of a scheduling assignment at the end of the course, you will be sent a ProjectPro certificate of achievement.

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.
- * Finalize the project plan.

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:

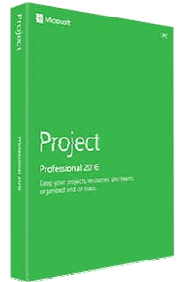
- * Exchange project plan data with other applications.
- * Update a project plan.
- * Create custom reports.
- * Re-use existing project plan information.
- * Create a program of projects (master project plan).
- * Report performance using Earned Value Management.

Registration Form

Distance Learning Part 1 and Part 2

Course Fee: = R 8 950*

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



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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