

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

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

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.



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.

Distance Learning Course Fee:

- Part 1: = R 5 920*
- Part 2: = R 5 920*

20% Discount offered for Part 2 if both courses are registered for.



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



ProjectPro Management Services
P.O. Box 25430, Monument Park, 0105
Phone: +27 (0)12 346 6674
Fax: 086 656 9736
E-mail: training@projectpro.co.za