

Project 2016 - Part 2

Course Overview

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This is a 1-day class

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget. NOTE: This course will earn you 7 PDUs.

Who Should Attend

This course is designed for students with an understanding of project management concepts who are responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.

Course Objectives

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan. You will: Update a project plan to reflect progress as you execute the project. Monitor project progress in the project plan. Adjust the project plan to control constraints. Create project reports to share a project's status. Customize project settings and share customizations with other projects.

Course Outline

1 Executing a Project

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

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

3 Controlling a Project Plan

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

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

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