

MS Project 2016 Level 1-2

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A. Course Outlines



1. MS Project 2016 Level 1

Course description

The MS Project 2016 Level 1 course is designed for individuals who will use MS Project Professional 2016. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

Course pre-requisites

Prior knowledge and skills to:

- Learners accessing this qualification will have demonstrated competence in mathematics and communication skills
- Learners accessing this qualification will have demonstrated competence in computer literacy and applicable software
- Fundamentals of project management.

The estimated course duration may not be met should the learner not have achieved these prerequisites.

Documentation

The following documentation is included with the course

- MS Project 2016 Level 1 user guide
- Certificate of attendance

Topics Covered

Introduction

- What is a Project
- The Project Triangle
- Planning the Project
- Manage the Project
- The Microsoft Project Screen



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- Views
- Help

Building the plan

- Starting a new Project
- Setting up the project calendar
- Entering Tasks
- Formatting Views
- Editing and Rearranging the Task List
- Saving the Project

Working with Tasks

- Entering a Milestone
- Recurring Tasks
- Outlining Tasks
- Linking Tasks
- Dependencies
- Adding Lead or Lag time
- Set specific dates for a task
- Task Deadlines
- Splitting Tasks

Working with Resources

- Working with a resource list
- Creating a Resource List:
- Resource Calendars
- Assigning Resources to Tasks
- Effort Driven Scheduling
- Over-allocated Resources

Reviewing the Project Plan

- View the entire project
- Check the finish or start date
- Identifying the Critical path
- Switching Views
- Using a filter
- Sorting information

Adjusting the Project plan

- Adjusting Task Dependencies
- Changing Constraints
- Adding resources to a task
- Saving a baseline

Tracking Progress

- Tracking your progress
- Check for variance
- Tracking tasks

Communicating the Plan

- Printing



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- Page Setup
- Reports

2. MS Project 2016 Level 2

Course description

The MS Project 2016 Level 2 course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2016, and who needs to use Microsoft Project 2016 to manage and customize those plans through the implementation stage of a project.

Course duration

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites

Prior knowledge and skills to:

- Learners accessing this qualification will have demonstrated competence in mathematics and communication skills
- Learners accessing this qualification will have demonstrated competence in computer literacy and applicable software
- Microsoft Project Essentials
- Fundamentals of project management.

The estimated course duration may not be met should the learner not have achieved these prerequisites.

Documentation

The following documentation is included with the course

- MS Project 2016 Level 2 user guide
- Certificate of attendance

Topics Covered

Introduction

- What is Project management
- Planning the Project
- Starting a new Project
- Setting up the Project calendar
- Entering Tasks
- Editing and rearranging the Task List
- Working with Tasks
- Views

Working with Resources

- Working with a Resource list
- Assigning Resources to Tasks
- Resolving Over-allocated Resources
- Reassigning work to another Resource
- Reducing a Resources work on a Task
- Delaying a Task
- Assigning Costs to Resources
- Assigning Fixed Costs



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- Define when Costs accrue
- Examining the costs of Tasks or Resources
- Examining the costs of the entire Project

Tracking Progress

- Saving with a Baseline
- Saving Interim Plans
- Tracking progress
- Check for variance in planned work by resource
- Task costs
- Compare task costs to budget

Communicating the Plan

- Printing a View
- Changing row height
- Changing column definitions
- Using Styles to format text and bars
- Formatting the Timescale in the Gantt Chart
- Formatting the Timescale in the Calendar view
- Formatting Network view layout
- Formatting a usage view
- Filtering
- AutoFilters
- Customising Views
- Creating new Views
- Reports

Sharing Resources

- Sharing a Resource Pool between Projects
- Create a Resource Pool
- Updating the Resource Pool
- Using a Resource Pool in a Project
- Review Resource assignments in all projects

Working with Multiple Projects

- Working with Multiple
- Projects Creating a Dependency between Tasks in Different Projects
- Working with Large or Complex Projects
- Establishing Dependencies between Projects



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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